



STATE OF CALIFORNIA

# EMERGENCY PLAN



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# 1. Foreword

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California has long been a leader in preparing for emergencies and disasters, both natural and human-caused. The state's role in emergency management dates back to the early 20th century, and catastrophic events such as the 1906 San Francisco earthquake highlighted California's significant disaster risk. Today, serious terrorist threats and actions around the world compound the state's need for readiness beyond natural disasters. Here's a brief look at California's progression of emergency management.

**1917 State Council of Defense** created by the State Legislature to address public security, public health, economic resource development and military training.

**1929 State Emergency Council** was formed to plan for potential future emergencies.

**1933 Field Act** of 1933 following the Long Beach earthquake marked a significant step in the advancement of earthquake-resistant building design.

**1943 State War Powers Act** created by the Legislature and divided the civilian war effort into two segments: protective services and war services. The Act also established the California State War Council that assigned certain activities to state agencies.

**1945 California Disaster Act** enacted by the State Legislature. This combined responsibility for planning and preparing for emergencies, whether natural, technological and human-caused, into a single state agency. During the period from 1945 to 1970 the agency was known variously as the Office of Civil Defense (1950) and California Disaster Office (1956), and functioned under the authority of the California Disaster Act.

**1950 California Civil Defense and Disaster Relief Plan & California Disaster and Civil Defense Master Mutual Aid Agreement.** The relief plan was the first comprehensive emergency plan developed by the state. While its main focus was civil defense, it contained annexes relating to natural disasters. The California Disaster and Civil Defense Master Mutual Aid Agreement under Governor Earl Warren was adopted that same year. It remains to this day a cornerstone of California's emergency management system.

**1970 California Emergency Services Act (ESA)** enacted to supersede the California Disaster Act. The new Act established the Governor's Office of Emergency Services with a Director reporting to the Governor. The office was given responsibility to coordinate statewide emergency preparedness, post emergency recovery and mitigation efforts, and the development, review, approval, and integration of emergency plans.

**1996 Standardized Emergency Management System (SEMS)** resulted in a major revision of the California Emergency Services Act. With the Incident Command System at its foundation, SEMS emphasizes a standard organizational structure and terminology at all emergency management levels. The system was designed to enhance coordination among response



organizations and facilitate the flow of emergency information and resources within and between the organizational levels.

### ***Recent Trends in California's Emergency Management***

Since 1996, a variety of emerging trends have influenced emergency management, including an increasing diversity of California's population, greater vulnerability to floods and wildland fires as development expands, and the need for more emphasis on disaster recovery and hazard mitigation efforts to reduce disaster impact. At the national level, significant events such as Hurricane Katrina captured the world's attention and have widely influenced emergency management today.

### ***California's Terrorism Preparedness***

Perhaps most notable is the evolution of terrorism preparedness. While it had been a focus in prior years, terrorism prevention and preparedness changed fundamentally following the September 11, 2001 terrorist attacks in New York, Washington, D.C. and Pennsylvania. Congress enacted the Homeland Security Act of 2002 establishing the federal Department of Homeland Security to prevent, protect against and respond to acts of terrorism in the United States.

**2003 California's Office of Homeland Security** was established by Executive Order under the Office of the Governor to coordinate security activities throughout California, as well as activities of all state agencies pertaining to terrorism. Homeland Security is a national effort, and California's office has extended this collaborative approach through key areas such as information sharing and analysis, infrastructure protection, grants management, training and exercises, planning and research.

### ***The Future of Emergency Management and Homeland Security in California***

**2009 California Emergency Management Agency.** The legislature revised the California Emergency Services Act to merge the Office of Emergency Services and the Office of Homeland Security into the newly-formed California Emergency Management Agency. The new agency consolidates emergency management and anti-terrorism programs to more effectively and efficiently serve the people and political subdivisions of California. This integrated approach to emergency management and terrorism preparedness is designed to further strengthen the state's ability to address disasters, emergencies, and terrorist events in an all-hazards approach.

The 2009 State of California Emergency Plan recognizes California's rich and complex history in emergency management, and the dedicated personnel that make California a safer place--past, present and future.



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### 3. Introduction

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State agencies, local governments and others must be prepared to respond to emergencies that might occur within their areas of responsibility and must be able to assess whether their capabilities are sufficient to respond effectively.

The State of California Emergency Plan, hereinafter referred to as the State Emergency Plan (SEP), addresses the state's response to extraordinary emergency situations associated with natural disasters or human-caused emergencies. In accordance with the California Emergency Services Act<sup>1</sup> (ESA), this plan describes the methods for carrying out emergency operations, the process for rendering mutual aid, the emergency services of governmental agencies, how resources are mobilized, how the public will be informed and the process to ensure continuity of government during an emergency or disaster.

The concepts presented in this plan emphasize mitigation programs to reduce the vulnerabilities to disaster and preparedness activities to ensure the capabilities and resources are available for an effective response. To assist communities and governments to recover from the disaster, the plan outlines programs that promote a return to normalcy.

This plan is a management document intended to be read and understood before an emergency occurs. It is designed to outline the activities of all California jurisdictions within a statewide emergency management system and it embraces the capabilities and resources in the broader emergency management community that includes individuals, businesses, non-governmental organizations, tribal governments, other states, federal government and international assistance.



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## 4. Basic Plan

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There are three parts to the State Emergency Plan: The Basic Plan, Functional Annexes and Appendices.

**Basic Plan:** The basic plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that California will utilize to guide and support emergency management efforts. Essential elements of the basic plan include:

- A description of the emergency services that are provided by governmental agencies and how resources are mobilized,
- An outline of the methods for carrying out emergency operations and the process for rendering mutual aid,
- An overview of the system for providing public information and
- Emphasis on the need for continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations that outlines the relationships and responsibilities for state government and its political subdivisions.

**Functional Annexes:** This plan implements Emergency Function working groups, which will develop functional annexes that follow an established format to describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures and related policies and procedures. The functional annexes will be developed separately from the basic plan and will make reference to existing agency and department plans and procedures. Supporting plans and documents should be listed in an attachment to each functional annex.

**Appendices:** Subsequent plans and procedures that are developed in support of the State Emergency Plan, such as mutual aid plans, hazard-specific plans, catastrophic plans and related procedures will be incorporated by reference and maintained separate from the basic plan. Some of these supporting plans may be appended to the end of the basic plan as deemed appropriate.



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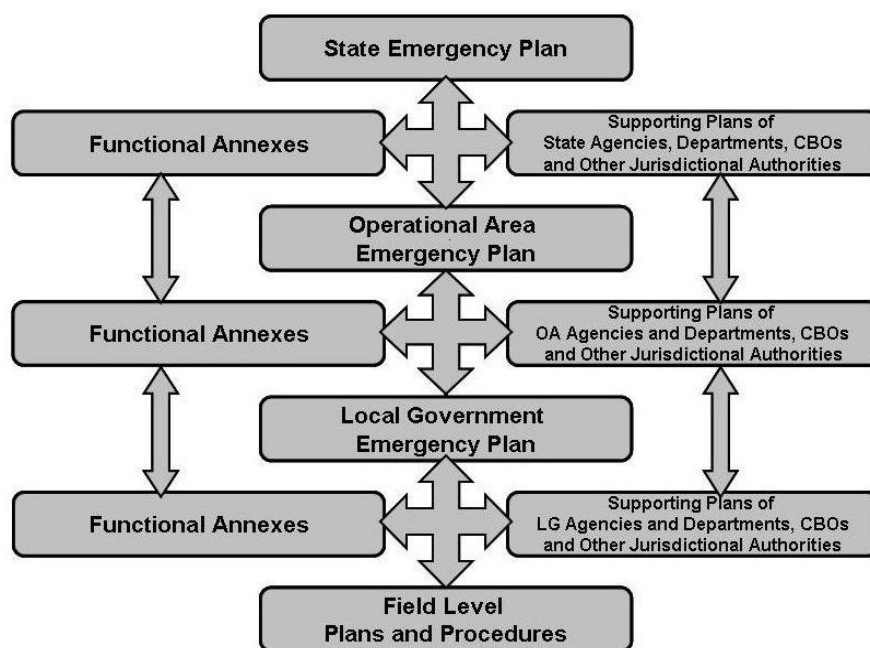
## 5. Purpose and Scope

The State Emergency Plan provides a consistent, statewide framework to enable state, local, tribal governments, federal government and the private sector to work together to mitigate, prepare for, respond to and recover from the effects of emergencies regardless of cause, size, location, or complexity. In accordance with the California Emergency Services Act (ESA)<sup>2</sup>, this plan is in effect at all times and applies to all levels of state government and its political subdivisions.

The plan incorporates and complies with the principles and requirements found in federal and state laws, regulations and guidelines. It is intended to conform to the requirements of California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and be consistent with federal emergency planning concepts such as the National Response Framework (NRF) and catastrophic concept of operations (CONOPS) documents developed jointly by FEMA Region IX and the state. CONOPS are developed in support of the State Emergency Plan.

This plan is part of a larger planning framework that supports emergency management within the state. *Exhibit 5-1 – Emergency Plan Interface* illustrates the relationship of the State Emergency Plan to other plans of the state and its political subdivisions. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, California will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

**Exhibit 5-1 – Emergency Plan Interface**





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## **6. Situation and Assumptions**

### **6.1. POPULATION**

California is the most populous state in the nation with an estimated population of 38 million in 2008<sup>3</sup>. Between 1950 and 2008 the State's population tripled. California's population is expected to reach 44 million by 2020 and over 59 million by 2050<sup>4</sup>. In addition to the permanent population, California was the destination of 352.3 million domestic leisure and business travelers in 2006, with 14 million international travelers<sup>5,6</sup>.

The state is divided into 58 counties and subdivided into over 475 incorporated cities. Eight of the top 50 U.S. cities in terms of population include Los Angeles, San Diego, San Jose, San Francisco, Long Beach, Fresno, Sacramento and Oakland<sup>7</sup>.

With a gross state product of \$1.7 trillion in 2006, California's economy remains one of the strongest in the nation and contributes an estimated 13 percent of the United States Gross Domestic Product (GDP)<sup>8</sup>. California's economic strength and vitality is attributed to a variety of industries including, but not limited to, tourism, entertainment, agriculture, technology and wine production.

### **6.2. GEOGRAPHY**

California is the third largest state in the nation with an area of 155,959 square miles within a land mass that is 770 miles long and 250 miles wide. The state has 1,370 miles of coastline along the Pacific Ocean to the west, shares 990 miles of border with three other states – (Oregon to the north and Nevada and Arizona to the east) and has approximately 140 miles of international border with Mexico to the south.

Over 40 percent of California's land area is covered by forest and about 25 percent of the total land area is covered in deserts. There are 47 million acres of federal lands in California that are managed by 14 agencies. Federal lands include national parks and forests and military bases. An additional 2.4 million acres are owned by the State of California with 1.3 million acres of that designated as state parks.

California's geologic and geographic extremes are demonstrated by the fact that the state has both the highest and the lowest elevation points within the contiguous United States. Given this diversity, the climatic conditions vary significantly depending on latitude, elevation and proximity to the coast. Most of California has cool, rainy winters and dry summers. Areas near the ocean typically experience cooler summers and warmer winters, while inland areas experience hotter summers and colder winters. Northern California generally receives more rainfall than the southern part of the state. High desert climates are found east of the Sierra Nevada and the Transverse and Peninsular ranges of southern California. The high deserts, which include the Mojave Desert, the Owens Valley and the Modoc Plateau, are part of the Great



Basin region and experience hot summers and cold winters. The low deserts east of the southern California mountains, including the Imperial Valley, Coachella Valley and the lower Colorado River basin, are part of the Sonora Desert with hot summers and mild winters.

Two river systems, the Sacramento and the San Joaquin, form the principal freshwater system in California. The Sacramento River flows south for 377 miles from Cascade Range near Mount Shasta, while the San Joaquin River flows northwest for 350 miles from the Sierra Nevada mountain range near Yosemite. Both rivers feed into the Sacramento-San Joaquin Delta, which serves as a critical water supply hub for California and contains a rich and productive habitat. Water from the Sacramento-San Joaquin Delta provides drinking water for nearly 23 million people, almost two-thirds of California's population and provides irrigation water to the Central Valley.<sup>9</sup>

### **6.3. HAZARDS AND VULNERABILITIES**

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Earthquakes, floods and wildfire hazards represent the pervasive and primary events that result in disaster losses. Secondary hazards include levee failure, landslide and tsunamis.

Vulnerability indicates the level of exposure of human life and property to damage from natural and manmade hazards. California and its people are vulnerable to a wide range of hazards that threaten communities, businesses, government and the environment.

Substantially populated counties with vulnerable populations are found in southern California, the San Francisco Bay Area, Delta region and Central Valley. Many of these regions are threatened by multiple hazards.

Below are examples of the hazards and vulnerabilities faced in the state:

#### **6.3.1. EARTHQUAKE**

Populated counties, some with high concentrations of vulnerable populations, are exposed to substantial potential earthquake shaking hazards in southern California, the San Francisco Bay Area, Delta Region, Central Valley and along the Pacific Coast.

According to the California Geological Survey, hundreds of fault zones have been identified in the state, of which about 200 are considered potentially hazardous based on their slip rates in recent geological time (the last 10,000 years).

- The San Andreas Fault zone lies at the juncture of two tectonic plates. The San Andreas Fault traverses the western part of the state from the Colorado basin in the southeast to the Bay Area in the north.





- Located along the northern California coast, the Cascadia Subduction Zone is a source of major earthquakes in the Pacific Northwest.
- More than 70 percent of California's population resides within 30 miles of a fault where high ground shaking could occur in the next 50 years. Statewide, approximately 22 million people live in the 40 percent or higher seismic hazard zone. In 17 counties, more than 90 percent of the population lives in the 40 percent peak ground acceleration or higher seismic hazard zone. Although infrequent, major earthquakes have accounted for and continue to have the greatest potential for loss of life, injury and damage to property.

### **6.3.2.FLOOD**

Flooding poses a serious risk to life, property and public health and safety and could cripple the state's economy. Substantially populated counties with vulnerable populations are in flood-prone areas of southern California, the San Francisco Bay Area, Delta region and Central Valley. In addition, many urban and rural areas are not protected by levees and are subject to recurring, seasonal flooding by local rivers or streams.

- In 2000, over 5 million Californians, or approximately 15 percent of the total population, lived in a Flood Insurance Rate Map (FIRM) designated floodplain. Most of this population resides in expanding urban centers located in floodplains where flooding could result in extensive loss of life and billions of dollars in damages.
- The potential direct flood damages in the Sacramento area alone could exceed \$25 billion. Some areas of the Central Valley could experience flood depths of twenty feet or more if a levee fails.

### **6.3.3.FIRE**

Depending upon terrain and vegetation, wildfire hazard risk exposure is generally pervasive, with high concentrations in southern California. Since 1950, 56 percent of Presidential declared disasters in California were the result of wildfires.

- Over the past 57 years, wildfires have claimed 97 lives and resulted in 1,504 injuries and \$2.1 billion in California Emergency Management Agency (CalEMA) administered disaster costs.
- Approximately 37 million acres within California are at risk from wildfire, with 17 million acres at high risk. A total of 7.8 million acres of California are developed with housing unit densities considered to meet the Wildland-Urban Interface (WUI) criteria and a total of 11.8 million homes are located in the WUI.



## 6.3.4.VOLCANIC ERUPTION

Although far from population centers, California has several active and potentially active volcanoes that could pose a hazard.

- In the northern part of the state there are several volcanoes that are a part of the Cascade Range. The most notable of the Cascade volcanoes are Lassen Peak, which erupted from 1914 until 1917, and Mount Shasta.
- Located in the Mammoth area of the Eastern Sierra, the Long Valley Volcano is a large volcanic depression that formed during an explosive eruption about 700,000 years ago. Eruptions in the area occurred about 400 to 500 years ago around Inyo Craters and 250 years ago at Mono Lake. Starting in 1980, swarms of earthquakes in the area suggested that magma was again moving up from below and the United States Geological Survey (USGS) has established a volcano observatory to monitor conditions of the caldera.

## 6.3.5.LANDSLIDE

Landslides commonly occur in connection with other major natural disasters such as earthquakes, volcanic eruptions, wildfires and floods; however, landslides can also be caused by normal, seasonal rainfall or erosion.

- Expansion of residential and recreational developments into hillside areas leads to more people that are threatened by landslides each year.

## 6.3.6.DAM AND LEVEE FAILURE

California has over 1,400 dams and over 13,000 miles of mostly earthen levees that protect the state's residents, agricultural lands and water supply.

- Nine dam failures have occurred since 1950. Although rare, dam failures can cause sudden and catastrophic flooding in communities downstream and disrupt the state's water supply.
- Levees are subject to failure without warning, but are especially subject to failure during an earthquake or flood. There have been 140 levee failures in California in the past ten years.

## 6.3.7.SEVERE WEATHER

Extremely hot or cold temperatures can result in death, especially among the medically fragile and elderly and have significant impacts on agriculture.



- Approximately 20 people die each year from heat-related emergencies, but a severe or extended heat wave can cause more casualties. For example, a 13-day heat wave in 2006 resulted in 136 deaths.
- Multi year droughts may result in water shortages, which impact water available for human consumption and agriculture production in the more arid areas of the state.

### 6.3.8.TSUNAMI

Tsunamis are seismic sea waves caused by movements along faults, undersea landslides, volcanic eruptions, or similar incidents. A seismic or other geological incident in the Pacific Ocean may cause tsunami activity along the California coast.

- Depending on the location of an incident, a tsunami can reach the California coast in as little as ten minutes or take up to 12 hours. The Alaskan earthquake of 1964 generated a tsunami that killed 12 people in Crescent City, California.

### 6.3.9.HAZARDOUS MATERIAL EMERGENCY

California has approximately 140,000 businesses that are regulated for storing, transporting, or handling hazardous materials. There are also four nuclear power plant sites in the state, two of which are operational and the other two are being decommissioned. General categories of hazardous materials include chemical, biological, radiological, nuclear, explosive, oil spills and any incident that results in the release of agents into the environment.

- Depending on the severity of release and type of material, a hazardous materials emergency may cause injury, death, property damage, environmental damage, or may result in orders to evacuate or shelter in place.

### 6.3.10.ENERGY DISRUPTION

California obtains electric power from a variety of in- and out-of-state sources, including gas-fired power plants, nuclear power plants, hydropower and renewable sources such as wind, geothermal and solar power. California produces both natural gas and petroleum, but imports more than it produces; in 2006, California imported over 85 percent of its natural gas and nearly 60 percent of its crude oil, either from other States or from other countries.<sup>10</sup>

- California's energy production, storage and distribution systems are vulnerable to physical hazards as well as shortages caused by market forces, weather and operating conditions.
- Energy disruption may have significant impacts on the state's economy, environment and standard of living. During extreme weather, an energy disruption may result in a risk to public health and safety.



## 6.3.11.FOOD AND AGRICULTURE EMERGENCY

Agriculture includes animal and plant products that are produced and consumed within the state. Damage to agriculture, including loss of crops and death of animals, can be the secondary impact of another emergency such as severe weather, flooding, or can result from disease and pest infestation.

- Disruption in production or distribution of agriculture products can result in food shortages.
- Agriculture products, including those produced within California and those shipped into the state, are at risk of contamination at various points in the production cycle.
- Food contamination can result in both localized and widespread food-borne illness, thereby causing a public health emergency.

## 6.3.12.CIVIL UNREST

Civil unrest is usually triggered by dramatic political or social events. Every major metropolitan area in California has experienced and is at risk for, civil unrest.

- The most recent and significant civil unrest incident in the state was the 1992 Los Angeles Civil Disturbance that resulted in 53 deaths, over 2,300 injuries and over \$800 million in damages. This event also precipitated simultaneous, but smaller, incidents throughout California and the country.

## 6.3.13.PANDEMIC AND EPIDEMIC

A disease outbreak can cause illness and result in significant casualties. Since 1900, there have been three influenza pandemics that killed approximately 600,000 people in the United States. In 2007, approximately 380 cases of West Nile Virus resulted in 21 deaths.

## 6.3.14.TERRORIST ATTACK

California's population, industrial infrastructure, economic importance, international reputation, media industry and numerous iconic features combine to make the state a potential target for both domestic and international terrorist attacks. Terrorists typically exploit vulnerabilities caused by technological hazards and may include hazardous materials, biological agents that result in epidemics, or attempts to damage the state's critical infrastructure including cyber attacks which pose potentially devastating disruptions to essential communications such as voice, email and Internet connectivity.





## 6.4. ASSUMPTIONS

Below are assumptions reflecting the situations that must be considered in order to achieve effective emergency management in California:

- All incidents are local.
- Emergencies may occur at any time with little or no warning and may exceed capabilities of local, state, federal, tribal governments and the private sector in the affected areas.
- Emergencies may result in casualties, fatalities and displace people from their homes.
- An emergency can result in property loss, interruption of essential public services, damage to basic infrastructure and significant harm to the environment.
- The greater the complexity, impact and geographic scope of an emergency, the more multiagency coordination will be required.
- The political subdivisions of the state will mobilize to deliver emergency and essential services under all threats and emergencies.
- Mutual aid and other forms of assistance will be rendered when impacted jurisdictions exhaust or anticipate exhausting their resources.
- Individuals, community based organizations and businesses will offer services and support in time of disaster.
- State agencies and departments with regulatory oversight responsibilities will continue in their same roles during all phases of an emergency and will insert themselves into the organizational chain to support emergency management efforts.
- Neighboring states will come to California's aid through the Emergency Management Assistance Compact (EMAC) and/or other mechanisms and agreements.
- The federal government will provide emergency assistance to California when requested and in accordance with the National Response Framework (NRF).
- Federal and state response and recovery operations will be mutually coordinated to ensure effective mobilization of resources to and in support of the impacted jurisdictions in accordance with the ***California Catastrophic Incident Base Plan: Concept of Operations*** dated September 23, 2008.



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## 7. Emergency Management Organization

### 7.1. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

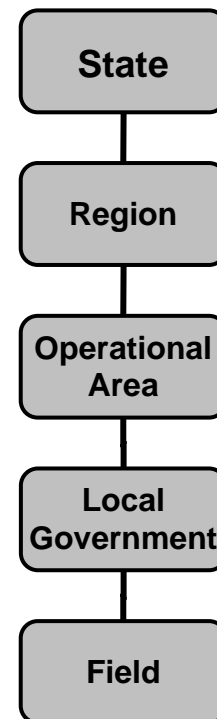
The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA)<sup>11</sup> for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

#### 7.1.1. SEMS ORGANIZATION LEVELS

There are five SEMS organization levels, as illustrated in *Exhibit 7-1 – SEMS Organization Levels*.

- **Field** – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.
- **Local Government** – The Local Government level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.
- **Operational Area (OA)** – An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

**Exhibit 7-1 – SEMS Organization Levels**



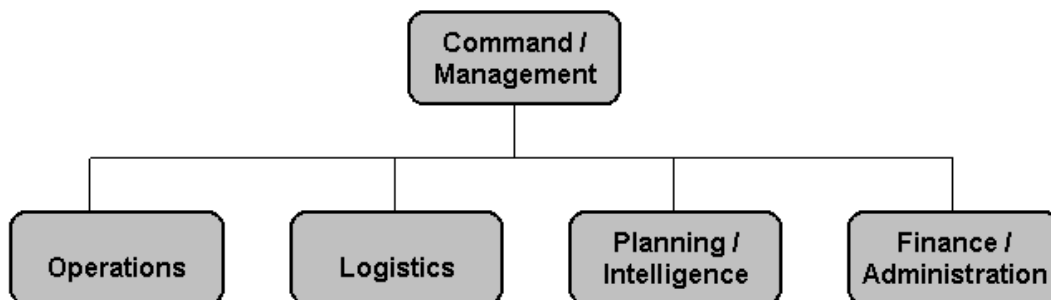


- **Region** – The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and also between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Emergency Management Agency (CalEMA) Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions (*See Exhibit 10-1 – Mutual Aid Regions*). The Regional Level operates out of the Regional Emergency Operations Center (REOC).
- **State** – The state level of SEMS prioritizes, tasks and coordinates state resources in response to the requests from the Regional level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

## 7.1.2.SEMS FUNCTIONS

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified below in *Exhibit 7-2 – SEMS Functions*. These functions must be applied at each level of the SEMS organization.

**Exhibit 7-2 – SEMS Functions**



- **Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:
  - **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the



organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

- **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
  - Facilitates multiagency coordination and executive decision making in support of the incident response,
  - Implements the policies established by the governing bodies,
  - Facilitate the activities of the Multiagency (MAC) Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.





The field and EOC functions are further illustrated in *Exhibit 7-3 – Comparison of Field and EOC SEMS Functions*. More on the [SEMS Regulations](#) and [SEMS Guidelines](#) can be found on the CalEMA Website.

**Exhibit 7-3 – Comparison of Field and EOC SEMS Functions**

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
<b>Command/Management</b>	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
<b>Operations</b>	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
<b>Planning/Intelligence</b>	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
<b>Logistics</b>	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
<b>Finance/Administration</b>	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident

### 7.1.3. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INTEGRATION

In addition to the Standardized Emergency Management System (SEMS), the state and its political subdivisions are responsible for compliance with the requirements of the National Incident Management System (NIMS) as defined in the Homeland Security Presidential Directives. The state promotes and encourages NIMS adoption by associations, utilities, Non-Governmental Organizations (NGO), private sector emergency management and incident response organizations to enhance emergency management effectiveness. SEMS and NIMS are designed to be compatible and are based on similar organizational principles.

CalEMA is designated as the principal coordinator for NIMS implementation statewide. Annually, CalEMA administers the process to communicate, monitor and implement NIMS requirements in cooperation with affected state agencies and departments, local governments and



other critical stakeholders. CalEMA utilizes the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) for measuring progress and facilitating reporting.<sup>12</sup>

## 7.1.4.EOC ACTIVATION CRITERIA, SEMS LEVELS AND STAFFING

Emergency Operations Centers (EOCs) should be activated in accordance to the Standardized Emergency Management System and organized according to the five functions of the system which are Management, Operations, Planning/Intelligence, Logistics and Finance/Administration.

The activation guidelines are illustrated in *Exhibit 7-4 – SEMS EOC Activation Requirements*.

**Exhibit 7- 4 - SEMS EOC Activation Requirements**

Shaded areas = not applicable to SEMS levels Situations identified in SEMS Regulations:	SEMS LEVELS				
	Field Response	Local Government	Operational Area	Region	State
Emergency involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local Emergency proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local government EOC activated §2407(a)(1)	Use ICS	Use SEMS			
Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Two or more cities within an Operational Area proclaim a local emergency §2409(f)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
County and one or more cities proclaim a local emergency §2409(f)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
City, city and county, or county requests governor's State of Emergency proclamation §2409(f)(4)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency for county or two or more cities §2409(f)(5)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational area requests resources from outside its boundaries** §2409(f)(6)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational area receives resource requests from outside its boundaries** §2409(f)(7)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
An Operational Area EOC is activated §2411(a)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
A Regional EOC is activated §2413(a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency §2413(a)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC

This matrix highlights the flow of SEMS activation requirements. Activation of an Operational Area EOC triggers activation of the Regional EOC which, in turn, triggers activation of the State level EOC.

\* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

\*\* Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA).

§ Indicates sections in the California Code of Regulations (CCR), Title 19, Division 2, Chapter 1 (SEMS).



The EOC staffing level should be established commensurate with the organizational need, as defined below:

- **Level One Activation:** Level One is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short term earthquake prediction at condition one or two level; alerts of storms, tsunamis; or monitoring of a low risk planned event. At a minimum, Level One staffing consists of the EOC Director. Section Coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level. Other members of the organization could also be part of this level of activation e.g., the Communications Unit, from the Logistics Section, or an Information Officer.
- **Level Two Activation:** A Level Two activation would normally be achieved as an increase from Level One or a decrease from Level Three. Level Two activation is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. One person may fulfill more than one SEMS function. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.
- **Level Three Activation:** A Level Three activation would be a complete and full activation with all organizational elements at full staffing. Level Three would normally be the initial activation during any major emergency.

The numbering sequence of EOC staffing progression is established in the SEMS guidelines and is opposite of the NIMS numbering sequence. Given that the SEMS guideline has been in place since the inception of SEMS, this plan recommends continuing the sequence as established in the SEMS guidance documents.

### 7.1.5.STATE AND REGIONAL EMERGENCY OPERATIONS CENTERS

The State of California maintains and operates the State Operations Center (SOC) and three Regional Emergency Operations Centers (REOCS). The SOC is responsible for coordinating resource requests and resolving priority issues that might arise at the region level, between the three CalEMA Administrative Regions. The State Operations Center is also responsible for coordinating with FEMA and other federal agencies involved in the implementation of the National Response Framework in California.

- **State Operations Center:** SOC operations are under the management of the CalEMA. SOC responsibilities include:
  1. Act as overall state coordinator in the event of simultaneous multi-regional incidents.



2. Facilitates the establishment of inter-regional policy direction.
  3. Monitors and facilitates inter-regional communications and coordination issues.
  4. Compiles, authenticates and makes available summary disaster status information obtained from all sources, in the form of Situation Reports to the Governor's office, the legislature, state agency headquarters, media and others as appropriate.
  5. Provides regional support and coordination in the absence of a REOC.
  6. Maintains status of mission numbers and purchasing authority until these functions are assumed by the REOC in the affected area.
  7. Provides necessary coordination with and between established statewide mutual aid systems at the state headquarters level.
  8. Manages the state government Emergency Public Information program.
  9. Provides and maintains state government headquarters linkage and inter-agency coordination with the Federal Response System. This includes requesting appropriate assignments of federal Emergency Support Functions (ESFs) at both the SOC and REOC.
  10. Supports the recovery process and assists state agencies and REOCs in developing and coordinating recovery action plans.
- **Regional Emergency Operations Centers:** The regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region. The operational role of the REOC is to:
    1. Act as the state's primary point of contact for operational areas within the region.
    2. Coordinate the collection, verification and evaluation of situation status.
    3. Coordinate mutual aid requests between operational areas within the region. (This includes the coordination of all mutual aid requests other than that provided through established discipline-specific systems such as the Disaster Medical/Health, Law Enforcement and Fire and Rescue Mutual Aid Systems).
    4. Maintain liaison and coordination with CalEMA Headquarters and with state and federal agencies within the region.
    5. Ensure appropriate application of SEMS within the affected region.

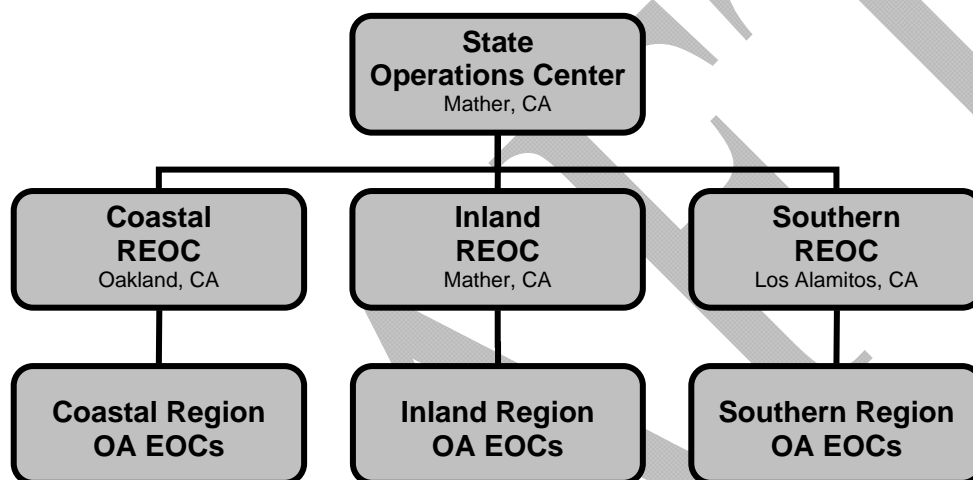




6. Supports the recovery efforts of the operational areas in developing and coordinating recovery action plans.
7. Receive and disseminate emergency alerts and warnings.

**Exhibit 7-5, EOC Relationships** illustrates how communications and coordination occurs between the SOC, REOCs and Operational Area EOCs.

**Exhibit 7- 5 – EOC Relationships**



#### 7.1.6.SOC – REOC ORGANIZATION

When an emergency or disaster occurs, or has the potential to occur, the state will activate the SOC and affected REOCs as appropriate to support the operational areas. The SOC and REOCs will organize according to the SEMS functions of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration and will activate those functions necessary for the emergency. A sixth function, Intelligence/Investigations, may be established if required to meet emergency management needs.

Potential SEMS EOC functions are shown below:

- **Management Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Management function:
  - Overall EOC management
  - Facilitation of Multiagency Coordination System (MACS) and MAC Groups
  - Public information coordination and Joint Information Center (JIC) management
  - Provision for public safety and risk communications and policy



- **Operations Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Operations Section:
  - Transportation
  - Construction and Engineering
  - Fire and Rescue
  - Care and Shelter
  - Resources
  - Public Health and Medical
  - Hazardous Materials
  - Utilities
  - Law Enforcement
  - Long-Term Recovery
  - Evacuation
  - Volunteer and Donations Management
  - Others as needed
- **Planning/Intelligence Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Planning function:
  - Situation Status
  - Resource Status
  - Situation Analysis
  - Information Display
  - Documentation
  - Advance Planning
  - Technical Services
  - Action Planning
  - Demobilization
- **Logistics Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Logistics function:
  - Field Incident Support
  - Communications Support
  - Transportation Support
  - Personnel
  - Supply and Procurement
  - Resource Tracking
  - Sanitation Services
  - Computer Support
- **Finance/Administration:** The EOC at all levels should consider the following activities and responsibilities as part of its Finance function:
  - Fiscal Management



- Time-Keeping
- Purchasing
- Compensation and Claims
- Cost Recovery
- Travel Request, Forms and Claims

#### **7.1.7.ALTERNATE SOC – REOC FACILITIES**

In the event the SOC or a REOC is unavailable or unusable due to emergency or disaster impacts, alternate facilities have been designated to assume the impacted facility's roles and responsibilities. The CalEMA Regional Administrator of the alternate facility is authorized to manage emergency operations for the impacted facility until it is operationally ready to resume essential functions. Notification will be made to federal and state agencies and the operational areas of this temporary transfer of operations.

#### **7.1.8.ALTERNATE GOVERNMENT FACILITIES**

The state seat of government is in the City of Sacramento. Each branch of government maintains continuity of government plans that designate an alternate seat of government to serve as government offices for performing essential functions should the primary facilities be rendered inoperable.

### **7.2. CALIFORNIA'S EMERGENCY MANAGEMENT COMMUNITY**

California promotes collaborative community-based planning and preparedness in which stakeholders from all sectors of society and emergency management disciplines work together to ensure an effective response to an emergency. Public agency stakeholders include the Governor, California Emergency Council (CEC), state agencies, operational areas, local government, special districts, tribal government, other states, federal government and international governments. Private sector stakeholders include California's residents, at-risk individuals, people with disabilities, the elderly, businesses, and non-governmental organizations.

### **7.3. THE ROLE OF GOVERNMENT**

#### **7.3.1.GOVERNOR**

During an emergency or disaster, the Governor coordinates statewide emergency operations through the CalEMA and its mutual aid regions. The California Emergency Services Act<sup>13</sup> states in part: "During a state of emergency the Governor shall, to the extent he deems necessary, have complete authority over all agencies of the state government and the right to exercise within the area designated all police power vested in the state."



### 7.3.2.CALIFORNIA EMERGENCY COUNCIL (CEC)

The CEC is established in the California Emergency Services Act (ESA)<sup>14</sup> to serve as the official advisory body to the Governor during times of emergency and on matters pertaining to emergency preparedness. The council considers, recommends and approves orders, regulations and policies that are within the authority of the Governor to implement. Council membership is defined in the ESA.

### 7.3.3.CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA)

The California Emergency Management Agency (CalEMA) is delegated authority by the Governor to implement the ESA and perform executive functions assigned by the Governor to support and enhance all phases of emergency management. This includes the promulgation of guidelines and assignments to state government and its political subdivisions to support the development of California's emergency management system.

- **State-Level Emergency Coordination:** During a state of war emergency, a state of emergency, or a local emergency, the CalEMA Secretary coordinates the emergency activities of all state agencies in connection with such emergency and has the authority to use any state government resource to fulfill mutual aid requests or to support emergency operations. CalEMA operates the California State Warning Center (CSWC) 24 hours per day to receive and disseminate emergency alerts and warnings. When needed the State Operations Center (SOC) and Regional Emergency Operations Centers (REOCs) are activated to coordinate emergency management information and resources. CalEMA also coordinates the delivery of federal grant programs under Presidential declarations of emergency and major disaster.
- **State-Federal Coordination:** When federal assistance is required, CalEMA coordinates requests for assistance and participates with the federal government to establish and operate Joint Field Office (JFO). JFO operations will be conducted in accordance with the *California Catastrophic Incident Base Plan: Concept of Operations* dated September 23, 2008.

### 7.3.4. STATE AGENCIES

Emergency management responsibilities of state agencies are described in the ESA. State agencies are mandated to carry out assigned activities related to mitigating the effects of an emergency and to cooperate fully with each other, CalEMA and other political subdivisions in providing assistance. Responsibilities may include deploying field-level emergency response personnel and activating emergency operations centers and issuing orders to protect the public.



- **Administrative Orders (AOs):** Administrative orders, prepared under the authority of the Governor's Executive Order W-9-91, expand upon and consolidate emergency assignments of state agencies. Additional state agency assignments may be indicated within Standby Orders from the Governor.
- **Agency Plans:** Each agency maintains its own emergency plans and procedures to accomplish assigned emergency management tasks. Agency plans may delegate authority and assign responsibilities to divisions, bureaus, field offices, or other components of the agency. Agency plans must be consistent with the provisions of the administrative orders and the statutory authorities of the individual agency. Each agency should ensure its emergency plan is consistent with the State Emergency Plan.
- **Disaster Service Workers:** Government Code Section 3100 states that all public employees can be called upon as disaster services workers to support emergency response, recovery and mitigation activities. State agencies are responsible for ensuring that all personnel assigned specific responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities.

### 7.3.5. JUDICIAL BRANCH OF STATE GOVERNMENT

The judicial branch of state government includes the Supreme Court, Courts of Appeal, and the Administrative Office of the Courts, as well as Superior Courts in each of the 58 counties. During an emergency or disaster, the judicial branch is responsible for maintaining and preserving access to justice. Each element of the judicial branch maintains emergency plans and continuity of operations plans that allow the court system to:

- Continue the court's essential functions and operations during an emergency;
- Reduce or mitigate disruptions in court operations;
- Provide appropriate legal response to time-sensitive legal matters;
- Identify alternate facilities and designate principals and support staff to relocate;
- Protect essential facilities, equipment, records, and other assets;
- Safeguard equipment, records, databases and other assets should the facility become inoperable; and
- Recover and resume normal operations.

Each court also maintains local Security and Emergency plans developed by the court and sheriff's department or California Highway Patrol.

### 7.3.6. COUNTY GOVERNMENT AS OPERATIONAL AREA LEAD

The California Emergency Services Act<sup>15</sup> designates each county as an Operational Area (OA) to coordinate emergency activities and resources of its political subdivisions. The governing bodies of political subdivisions within each county coordinate to establish the lead agency for the





OA. The OAs serve as a coordinating link between the local government level and the region level of state government. OA responsibilities involve coordinating with the jurisdictions and organizations to deploy field-level emergency response personnel, activate emergency operations centers and issue orders to protect the public.

### **7.3.7.LOCAL GOVERNMENT**

Cities and counties have ordinances that establish an emergency organization and local disaster council. The ordinances provide for the development of an emergency plan, establishing responsibilities for emergency management operations and specifying the officials authorized to proclaim a local emergency. All local governments with a certified disaster council are required to develop Emergency Operation Plans (EOP) for their jurisdiction that meet state and federal requirements and are in accordance with CalEMA Local Planning Guidance. Attachment E is an example of an Emergency Operations Plan Crosswalk local governments can use to determine if the plan contains essential SEMS and NIMS components.

When there is an immediate threat or actual emergency, local governments implement emergency plans and take actions to mitigate or reduce the emergency threat. Actions may include deploying field-level emergency response personnel and activating emergency operations centers and issuing orders to protect the public. All accessible and applicable local, state and federal resources will be committed to protect lives, property and the environment.

### **7.3.8.SPECIAL DISTRICTS**

Special districts are formed under various laws that provide the necessary authority to operate. Special districts often have unique resources, capabilities and vulnerabilities. Special districts should be included in the activities at the OA in order to ensure that the needs of residents are best met during an emergency. Responsibilities may include deploying field-level emergency response personnel and activating emergency operations centers and issuing orders to protect the public.

### **7.3.9.TRIBAL GOVERNMENTS**

There are 109 federally-recognized Native American tribes in California. The United States government recognizes tribes as domestic, dependent nations with the right to self-governance, tribal sovereignty and self-determination. Tribal governments are responsible for the protection and preservation of life, property and the environment on tribal lands. Responsibilities may include deploying field-level emergency response personnel and activating emergency operations centers and issuing orders to protect the public.

- **Federal / State Authorities:** The Stafford Act, in 42 U.S.C., Section 5122(B), defines an Indian tribe or authorized tribal organization as local governments. Under 28 U.S.C, Section 1360, California has criminal law enforcement jurisdiction over offenses committed by or



against tribes and civil law enforcement jurisdiction over offenses to which the tribes are a party. Local ordinances are not applicable to tribes or tribal land.

- **Emergency Management:** Tribal governments maintain various levels of emergency preparedness, coordination, communication and collaboration with federal, state and local governments. When there is threat of an emergency or actual emergency tribal authorities must take the appropriate actions to cope with the situation and activate their tribal emergency preparedness procedures and plans.
- **Agreements:** Developing Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA) between state, local and tribal governments could maximize capabilities at all levels, expedite mobilization during an emergency and promote sharing of equipment, skilled personnel and other needed resources in an emergency.
- **Disaster Assistance:** The state and its political subdivisions will make every effort to support the tribal communities in their response and recovery efforts. As conditions require and upon request from the tribe, the available and appropriate federal, state and local government resources will, in accordance with prior arrangements and as authorized by law, be committed to tribal lands to protect lives, property and the environment.

### 7.3.10.FEDERAL GOVERNMENT

The federal government strongly supports emergency management throughout the nation and in California by providing tools, resources and guidance to support California's emergency management system. When an emergency occurs that exceeds, or is anticipated to exceed resources located within the state, or when federal departments or agencies acting under their own authorities are partners in the unified command for an emergency, the federal government will implement the National Response Framework (NRF) to access federal department and agency capabilities, organize the federal response and ensure coordination with all response partners. FEMA Region IX and Cal EMA have outlined the mechanism by which they will integrate their efforts in the *California Catastrophic Incident Base Plan: Concept of Operations*.

### 7.3.11.OTHER STATE GOVERNMENTS

The United States has a long history of cooperation and assistance amongst state governments during emergencies. California has entered into reciprocal aid agreements with other states to provide for mutual assistance when such assistance is requested by the governor or that state or designee. In 1951, the state became a signatory to the Interstate Civil Defense and Disaster Compact. In 2005, the state signed on as a member of the Emergency Management Assistance Compact (EMAC). In addition, the state is party to regional initiatives with neighboring states to support effective emergency management.



### 7.3.12.INTERNATIONAL GOVERNMENTS

California has utilized resources from other countries and deployed resources to areas devastated by emergencies throughout the world. The state participates in the Borders Governors Conference and is signatory to the Joint Declaration Between the Border States of the United States of America and United States of Mexico on Emergency and Civil Protection. This MOU recognizes that emergencies can cross international borders and promotes cooperation to develop joint capabilities.

## 7.4. ROLE OF THE PRIVATE SECTOR

### 7.4.1.CALIFORNIA RESIDENTS

The residents of California are the primary beneficiaries of the state's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters.

Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days. Many residents join disaster volunteer programs such as Community Emergency Response Teams (CERT) and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

Many local government agencies, particularly county offices of emergency services, have individual, family and community preparedness initiatives. At the state level, the California Emergency Management Agency promotes individual and community preparedness as part of the *Be Ready!* campaign. CaliforniaVolunteers is another state office that provides information and tools to support individual and community emergency planning and matching volunteers to volunteer opportunities.

### 7.4.2.POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

According to the U.S. Census of 2000 there are almost 6 million people who identify as having a disability in California. By 2010 the number of individuals with disabilities will exceed 11 million. The state's population of older adults is also growing and, according to the California Department of Aging, there will be approximately 6.5 million people over the age of 60 by 2010 and almost 12.5 million people over the age of 60 by 2040.

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not



limited to maintaining, independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities;
- Live in institutionalized settings;
- Are elderly;
- Are children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act** - When shelter facilities are activated, the state will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).

### 7.4.3. AT-RISK INDIVIDUALS

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation
- Out of hearing range of community alert sirens
- Without radio or television to know they need to take action



- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English, and
- Geographically or culturally isolated.

State government and its political subdivisions must include provision in their emergency response plans that address the specific needs of these individuals during response and recovery.

#### 7.4.4.BUSINESSES

Much of the state's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency and play a critical role in meeting the needs of those impacted by an emergency.

- **Target Hazards:** Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with federal, state and local governments to ensure that their emergency plans are integrated with government plans.
- **Hazardous Materials Area Plans:** Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The CalEMA Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to Certified Unified Program Agencies (CUPAs) or Administering Agencies (AAs). The AA can then develop Hazardous Materials Area Plans to respond to a release of hazardous materials within their jurisdiction.
- **Business Emergency Plans:** This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:
  - Information to the employees to protect themselves and their families from the effects of likely emergencies.
  - A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
  - An identification of actions necessary to protect company property and records during emergencies.
  - A listing of critical products and services.
  - Production shut-down procedures.
  - A company command post.
  - Alternate work sites.





- Methods and channels of communication.
  - Contacts with local emergency management officials.
  - A method to provide and accept goods and services from other companies.
- **Business Operations Centers:** This plan also promotes the use of business operations centers to enhance public and private coordination. State and local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

## 7.4.5.VOLUNTARY ORGANIZATIONS

California recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources which can augment emergency response and recovery efforts. Examples of voluntary organizations are:

- **American Red Cross (ARC):** When a disaster threatens or strikes, the Red Cross provides shelter, food and health and mental health services to address basic human needs to enable them to resume normal daily activities. ([www.redcross.org](http://www.redcross.org))
- **CaliforniaVolunteers:** CaliforniaVolunteers administers the AmeriCorps portfolio in California, Citizen Corps and maintains the CaliforniaVolunteer Matching Network.
- **Voluntary Organizations Active in Disaster (VOAD):** This coalition of nonprofit organizations supports the emergency management efforts of local, state and federal agencies and governments by coordinating the planning efforts of a variety of voluntary organizations. ([www.calvoad.org](http://www.calvoad.org))

## 7.4.6.PUBLIC-PRIVATE PARTNERSHIPS

The private sector provides valuable assistance and resources to support emergency response and recovery activities. To support coordination and response between government and the private sector, the Secretary of CalEMA, under the ESA<sup>16</sup>, has established the Public-Private Partnership to assist in securing agreements between state agencies and non-profit and private sector resources that can be called upon during an emergency. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of state and local agencies responding to emergencies.



- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

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## 8. Mitigation Programs

Emergency management activities consist of four overlapping phases: Mitigation, Preparedness, Response and Recovery. During the mitigation phase, action is taken to reduce or eliminate the long-term risk to human life and property from natural and human-caused hazards. Mitigation efforts occur both before and after an event.

- **Pre-Disaster Mitigation** focuses on projects that address natural or man-made hazards in order to reduce the risks to the population and structures. This is primarily accomplished by strengthening the resilience of California's infrastructure. A FEMA-commissioned study recently concluded that each dollar spent on mitigation activities saves an average of \$4 in post-disaster costs.<sup>17</sup>
- **Post-Disaster Mitigation** efforts are designed to reduce future damage in a stricken area and decrease the loss of life and property due to incidents. The essential steps of hazard mitigation are:
  - Hazard identification.
  - Vulnerability analysis.
  - Defining a hazard mitigation strategy.
  - Implementation of hazard mitigation activities and projects.

More information on hazard mitigation programs can be accessed at the [Hazard Mitigation Web Portal](#).

### 8.1. STATE OF CALIFORNIA MULTI-HAZARD MITIGATION PLAN (SHMP)

California's mitigation activities are guided by the [State of California Multi-Hazard Mitigation Plan](#). This plan represents California's official statement on hazard mitigation goals, strategies and priorities and provides a comprehensive assessment of the state's hazards and vulnerabilities. The goal of California's mitigation efforts are to:

- Reduce life loss and injuries.
- Minimize damage to structures and property, as well as disruption of essential services and human activities.
- Protect the environment.
- Promote hazard mitigation as an integrated public policy.

CalEMA provides additional guidance through the [Local Hazards Mitigation Planning Program](#) (LHMP), which supports community safety by the development and implementation of hazard mitigation strategies, plans and projects. While jurisdictions are responsible for mitigating hazards within their own boundaries, state mitigation programs promote a comprehensive



statewide framework that promotes awareness of hazard mitigation legislation, federal and state mitigation programs and best practices.

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## 9. Emergency Preparedness

Preparedness involves activities undertaken in advance of an emergency to develop and enhance operational capacity to respond and recover from an emergency. As part of a comprehensive preparedness program, the emergency management community should develop plans and procedures, maintain prevention programs, manage resources, establish mutual aid agreements, train personnel and educate the public.

### 9.1. PREPAREDNESS PLANNING

The state and its political subdivisions assigned emergency responsibilities in this plan will prepare appropriate supporting plans and related standard operating procedures that describe how emergency operations will be carried out.

- **SEMS and NIMS Elements:** Plans and procedures should address all applicable SEMS and NIMS requirements. At a minimum, plans should contain a list of stakeholders, preparedness actions, how mutual aid will be coordinated, how people with special needs will be addressed, an outline of response actions and the process for incorporating corrective actions.
- **Local Planning Guidance:** All local governments with a certified disaster council are required to develop Emergency Operation Plans (EOPs) for their jurisdiction that meet state and federal requirements and are in accordance with CalEMA Local Planning Guidance.
- **Hazard-Specific Planning:** Local, state and federal regulations frequently require hazards-specific plans. For example, nuclear power plant emergency plans are required under federal regulation, 44CFR350. Hazardous materials area plans are required under the California Health and Safety Code Section 25503. Dam emergency plans and procedures for the evacuation and control of populated areas below dams may be adopted by local governments in accordance with California Government Code 8589.5.
  - **Nuclear Power Plant Emergency Plans:** Local and State jurisdictions within the federally-defined emergency planning zones established around operating nuclear power plants are required to develop and exercise plans designed to protect the public in the event of an emergency.
  - **Hazardous Materials Area Plans:** Administering agencies are required to establish area plans for emergency response to a release or threatened release of a hazardous material within its jurisdiction.
  - **Dam Emergency Plans:** Dam owners are required to produce an inundation map sufficient to conduct emergency planning and produced according to CCR Title 19, Div. 2, Chap. 2, Subchapter 4. (Unless waived from the mapping requirement). Local governments should inventory high and significant hazard dams within their areas of





responsibility and develop evacuations plans for a dam failure, which as a minimum, should comply with the emergency procedures as described in Government Code § 8589.5(b)(2). To assure effective communication and coordination with dam owners; jurisdictions should encourage dam owners to prepare an emergency action plan consistent with FEMA publication 64 and provide for drills and exercise of such plans.

- **Regional Planning:** Where multiple jurisdictions share similar and concurrent hazards this plan recommends the establishment of interagency or inter-jurisdictional planning committees. Such planning committees can enhance regional planning by coordinating their response efforts and sharing information on resources and capabilities.
- **Public-Private Partnerships:** Emergency managers should establish public-private partnerships where appropriate to gain a better perspective on available emergency resources to meet the public need.
- **Recovery Planning:** Local governments and other agencies are encouraged to develop recovery plans prior to the occurrence of a disaster. Such a plan should establish mechanisms for recovery decision-making and identify key participants in the recovery organization, including non-governmental and private sector entities. The plan should also identify processes and procedures for requesting state and federal recovery assistance and ensuring that recovery activities are carried out in accordance with the requirements of these programs. CalEMA provides information and guidance on recovery activities in the Disaster Recovery and Mitigation Handbook.

## 9.2. PREPAREDNESS TRAINING

Training, tests and exercises are essential to ensure public officials, emergency response personnel and the public are operationally ready. As part of the emergency management training curriculum, it is recommended that personnel with emergency responsibilities complete emergency management courses as described in the SEMS Approved Course of Instruction (ACI) and the NIMS integration criteria. CalEMA provides training for emergency managers and first responders through its California Specialized Training Institute (CSTI). Each agency is responsible to maintain training and exercise records that demonstrate self-certification and compliance with SEMS and NIMS.

## 9.3. PREPAREDNESS EXERCISES

Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. State agencies and political subdivisions should plan for and/or participate in an all-hazards exercise program that involves emergency management/response personnel from multiple disciplines and/or multiple jurisdictions.<sup>18</sup> Exercises should:

- Be as realistic as possible.



- Stress the application of standardized emergency management.
- Be based on risk assessments (credible threats, vulnerabilities and consequences).
- Include non-governmental organizations and the private sector, when appropriate.
- Incorporate the concepts and principles of SEMS and NIMS.
- Demonstrate continuity of operations issues.
- Incorporate issues related to special needs populations.

Exercises range from seminars/workshops to full scale demonstrations.

- **Seminars/Workshops** are low-stress, informal discussions in a group setting with little or no simulation. It is used to provide information and introduce people to policies, plans and procedures.
- **Drills/Tests** are conducted on a regular basis to maintain the readiness of operational procedures, personnel and equipment. Examples include tests of outdoor warning systems and the Emergency Alert System.
- **Tabletop Exercises** provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **Functional Exercises** are designed to test and evaluate the capability of an individual function such as communications, public evacuation, or medical.
- **Full-Scale Exercises** simulate an actual emergency. They typically involve complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

The federal government, through FEMA, promulgates the Homeland Security Exercise and Evaluation Program (HSEEP), which is a standardized methodology for exercise design, development, conduct, evaluation and improvement to ensure homeland security and terrorist response capabilities are adequately tested and exercised. Any jurisdiction that receives certain homeland security grant funding may be required to develop a HSEEP-compliant training and exercising plan. Additional information can be found at the [Homeland Security Exercise and Evaluation Program](#) website.

## 9.4. PREVENTION AND PROTECTION PROGRAMS

The state supports risk prevention programs as a component of a broader emergency preparedness effort. Prevention programs are established by many agencies and departments to detect problems, share information and intelligence and prepare strategies to avert the problems before they occur. Many agencies maintain assessment centers to evaluate risks and threats and to share information among local, state and federal authorities. Examples include California's



Regional Terrorism Threat Assessment Centers (RTTACs) and the State Terrorism Threat Assessment Center (STTAC).

## 9.5. COMMUNICATIONS AND INFORMATION MANAGEMENT

Preparedness strategies include plans and procedures for utilizing communications and information management systems. Each agency should incorporate the following principles into their communications and information management systems:<sup>19</sup>

- **Common Terminology:** Apply common and consistent terminology as used in SEMS, including the establishment of plain language (clear text) communications standards.
- **Protocols:** Develop procedures and protocols for communications (to include voice, data, access to geospatial information, Internet/Web use and data encryption), where applicable, to utilize or share information during an incident/planned event.
- **Data Collection:** Institute multidisciplinary and/or multijurisdictional procedures and protocols for standardization of data collection and analysis to utilize or share information during an incident/planned event.
- **Common Operating Picture:** Utilize systems, tools and processes to present consistent and accurate information (e.g., common operating picture) during an incident/planned event.

## 9.6. PREPARING RESOURCES

This plan promotes a six-part resource management system that addresses interoperability, credentialing, resource typing, mutual aid use, deployment policies and cost recovery.<sup>20</sup> Each agency with responsibilities in this plan should ensure that their resources management systems address these points:

- **Interoperability:** Ensure that equipment, communications and data systems acquired through State/Territorial and local acquisition programs are interoperable.
- **Credentialing:** Initiate statewide system to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreements.
- **Resource Typing:** Inventory response assets to conform to NIMS National Resource Typing Definitions, as defined by FEMA.
- **Interagency Assistance:** Utilize response asset inventory for intrastate and interstate assistance requests such as Emergency Management Assistance Compact (EMAC), training, exercises and incidents/planned events.



- **Deployment Policies:** Institute policies, plans, procedures and protocols to prevent spontaneous deployment of resources/personnel and/or responding to a request that bypasses official resource coordination processes (i.e. resources requested through improper channels).
- **Cost Recovery:** Institute mechanisms to deploy, track, recover, demobilize and to provide reimbursement for resources utilized during response and recovery.

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## 10. Response Concept of Operations

The response phase concept of operations summarizes seven key elements of (1) goals, priorities and strategies, (2) direction, control and coordination, (3) alert and warning, (4) intelligence gathering and situation reporting, (5) public information, (6) mutual aid and assistance and (7) the sequence of events during disasters.

### 10.1. RESPONSE GOALS, PRIORITIES AND STRATEGIES

During the Response Phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies and describes what should occur during each step, when and at whose direction.

- **Operational Goals:** During the response phase, the agencies that are charged with responsibilities in this plan should focus on the following five goals:
  - Mitigate Hazards.
  - Meet Basic Human Needs.
  - Address Needs of People with Disabilities and Older Adults.
  - Restore Essential Services.
  - Support Community and Economic Recovery.
- **Operational Priorities:** Operational priorities govern resource allocation and the response strategies for the State of California and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:
  1. **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
  2. **Protect Health and Safety** – Measures should be taken to mitigate the emergency's impact on public health and safety.
  3. **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
  4. **Preserve the Environment** – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.
- **Operational Strategies:** - To meet the operational goals, emergency responders should consider the following strategies:



- **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, food stamps and support for re-establishing employment after the emergency passes.
- **Address Needs of People with Disabilities and Older Adults** – People with disabilities and older adults are more vulnerable to harm during and after an emergency. The needs of people with disabilities and the elderly must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

## 10.2.DIRECTION, CONTROL AND COORDINATION

Responsibility for emergency response is based on statutory authority. The emergency response is coordinated under SEMS, which provides a flexible, adaptable and expandable response organization to address all-hazards of varying magnitude and complexity.

- **Command and Control:** During response to minor or moderate events, one jurisdiction may manage the emergency with existing resources. The Emergency Operations Center (EOC) for that jurisdiction may not be activated under this scenario. Personnel that are part of a field level emergency response will utilize the Incident Command System (ICS) to manage and direct on-scene operations.
- **Field/EOC Communications and coordination:** An EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed that which is available from within the jurisdiction. Field Incident Commanders and EOCs will establish communications when the EOC is activated. Local government EOCs will establish communications with the Operational Area EOC. OA EOCs will communicate with the Regional Emergency Operations Centers (REOCs) and the REOCs will communicate with the State Operations Center (SOC).
- **Multiagency Coordination:** Larger scale emergencies involve one or more responsible jurisdictions and/or multiple agencies. Management personnel from the responsible jurisdictions form a Unified Command and/or a Multiagency Coordination Group. Provision is made for situation assessment, determining resources requirements, establishing



a logistical system and allocating resources. EOCs, dispatch centers and other essential facilities located in, or adjacent to, the affected area are activated. The CalEMA Regional Emergency Operations Center (REOC) and State Operations Center (SOC) are activated to support the Operational Area needs.

- **Multiagency Coordination System (MACS):** Multiagency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the jurisdictional lines, or across levels of government. The primary function of MACS is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources. MACS consist of a combination of elements: personnel, procedures, protocols, business practices and communications integrated into a common system.
- **Multiagency Coordination Groups (MAC Group):** Agency Administrators/Executives, or their designees, who are authorized to represent or commit agency resources and funds are brought together to form MAC Groups. MAC Groups may be established at any level or in any discipline. Under SEMS MAC Group activities are typically facilitated by EOCs. A MAC Group can:
  - Commit agency resources and funds,
  - Provide coordinated decision making,
  - Allocate resources among cooperating agencies,
  - Establish priorities among incidents,
  - Harmonize agency policies, and
  - Provide strategic guidance to support incident management activities.
- **State Government Direction and Control:** The state government emergency management organization directs and conducts state-level emergency operations and coordinates support for local emergency services.
  - All essential emergency tasks will be assigned.
  - Emergency tasks assigned to state agencies will generally be compatible with their regular responsibilities.
  - Each task will be assigned primarily to one agency.
  - Support tasks will be assigned to as many support agencies as appropriate.
  - Each agency is responsible for performing tasks such as planning, organizing, training and other preparedness activities necessary to carry out assigned tasks.
- **Disaster Direction and Control:** During disasters of great magnitude the local, operational area, regional and state EOCs will activate to provide coordination and support.



Multiagency coordination is established to prioritize the allocation and utilization of resources and set emergency management policies.

- **Joint State/Federal Operations:** When the federal government responds to an emergency or disaster within the state, it will coordinate with the state to establish a Unified Coordination Group (UCG) in accordance with Unified Command principles. The UCG will integrate state and federal resources and set priorities for implementation. The UCG may activate a Joint Field Office (JFO) to facilitate the unified operation. When a JFO is activated, the SOC will transfer operations to that facility.
- **Integration of State and Federal Field Teams:** The state may deploy Field On-Site Observation Teams (FOOT) to provide situation reports on the disaster to the REOC in coordination with the responsible Unified Command. The REOC will coordinate with the OA EOC and field level command structures to integrate field team activities into those actions taken by local authorities. Federal field team activities will follow similar protocol and will be coordinated via the SOC to the REOC to the OA EOC.

## 10.3.ALERT AND WARNING

Responsible jurisdictions have primary responsibility for preparing their entities for a disaster including alerting and warning the public, mobilizing resources and initiating protective actions. At the state level, CalEMA operates the California State Warning Center (CSWC), which is staffed 24 hours a day, 365 days a year to serve as the official state level point of contact for emergency notifications. From this center, Warning Center personnel maintain contact with County Warning Points, state agencies, federal agencies and the National Warning Center in Berryville, Virginia.

- **Notifications Received by the Warning Center:** Local governments and OAs notify the CSWC of emergencies that affect their community in accordance with existing laws, protocols, or when state assistance is requested or anticipated. Notifications may occur directly or via the CalEMA Regional Offices. Local Emergency proclamations should be sent to the CSWC in order to keep the Governor and key state agencies abreast of emergency conditions or when state assistance is requested.
  - **Earthquake Notifications:** The CSWC receives notification of earthquakes from the California Integrated Seismic Network (CISN), National Earthquake Information Center (NEIC) and the United States Geological Survey (USGS). CISN is a statewide network that provides the basic information for California earthquakes shown on the CISN Display. The CISN Display is an Internet-based rapid earthquake notification system that receives earthquake information from networks world-wide.
  - **Tsunami Notifications:** The CSWC receives tsunami notifications from the Alaska Tsunami Warning Center via the National Weather Service (NWS) and the National Warning Center.



- **Weather Notifications:** Notification of severe weather is received from the NWS.
- **Energy Notifications:** The California Independent Systems Operator (California ISO) monitors the California power grid, which consists of a network of long-distance, high-voltage transmission lines and substations that carries bulk electricity to local utilities for distribution to their customers. When the grid is unable to meet electrical demands, the California ISO will direct utilities to reduce their load and issue emergency notices of energy interruptions. The CSWC will be contacted by the California ISO when the operating reserves reach these critical levels.
- **Hazardous Materials / Oil Spill Release Notifications:** In accordance with state law, handlers, any employees, authorized representatives, agents or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials to the CSWC.
- **Nuclear Power Plant Notifications:** The CSWC receives notifications of nuclear power plant events directly from Diablo Canyon, San Onofre and Rancho Seco power plants. Secondary notifications may be received from the affected county sheriff departments via California Law Enforcement Telecommunications System (CLETS), California Law Enforcement Radio System (CLERS) and Operational Area Satellite Information System (OASIS).
- **Communications, Alert and Warning Systems:** The CSWC is responsible for informing, communicating, alerting and notifying local governments, Operational Areas and state officials and the Federal Government of natural or human caused emergencies. To meet this responsibility, the Warning Center is equipped with a number of telephone, data and radio systems, including the California Warning System (CALWAS), CLETS, NWS Weather Wire, CSWC message switching computer, Emergency Digital Information Service (EDIS), CISN and Dialogic Automated Notification System, all of which are described in more detail later in this document. Most of these systems are used on a day-to-day basis; others are available for use in an emergency, as conditions require.
  - **NAWAS and CALWAS:** The CSWC maintains the California Warning System (CALWAS) to communicate with CalEMA Regional Offices and County Warning Points during an emergency. CALWAS is part of the National Warning System (NAWAS).
  - **OASIS, CLETS, CLERS and EAS:** The Operational Area Satellite Information System (OASIS), California Law Enforcement Telecommunications System (CLETS) and the California Law Enforcement Radio System (CLERS) are utilized to alert and notify sheriff and police departments and key Emergency Alert System (EAS) stations.
  - **Radios and Microwave Systems:** The State Agencies Radio / Microwave System is utilized to communicate information to State Agencies and Emergency Operations Centers (EOC).





- **EDIS:** The Emergency Digital Information Service (EDIS) is a CalEMA-provided service, developed in response to a legislative mandate following the 1989 Loma Prieta Earthquake, as a method to assist the media in providing messages visually to the hearing impaired. Government agencies utilize EDIS for the distribution of warning and emergency information to the media and to the public.
- **Alerting and Warning State and Local Agencies:** Multiple communication channels will be used to maintain constant communication with local, state and federal communications centers and to ensure the State can quickly respond to any developing emergencies. The Warning Center provides local and state agencies with a broad range of information, including, but not limited to:
  - Local emergencies.
  - Earthquakes.
  - Tsunamis (seismic sea waves).
  - Floods.
  - Dam and levee failures.
  - Major fires.
  - Hazardous material spills.
  - Radiological and nuclear incidents.
  - Radioactive fallout wind data.
  - Energy emergencies.
  - Foreign animal disease.
  - Missing and overdue aircraft or runaway trains.
  - Terrorism threat.
  - Precipitation forecasts.
  - Winter road information.
  - Major road closures.
  - Weather watches and warnings.
  - Severe weather emergencies.
  - Search and rescue incidents.
- **Notification of Emergency Personnel:** The CSWC maintains a list of agencies and personnel that are critical to emergency operations. The CSWC will utilize pager, cell phone, telephone, email, Blackberry and Dialogic Automatic Notification System to notify State personnel of an emergency and help guide response teams across the state.

Diagrams of California's warning systems are provided in *Attachment D – California Warning Systems*.

## 10.4. INTELLIGENCE GATHERING AND SITUATION REPORTING

Emergency Operations Centers are responsible for gathering timely, accurate, accessible and consistent intelligence during an emergency. Situation reports should create a common operating picture and be used to adjust the operational goals, priorities and strategies.



To ensure effective intelligence flow, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate and coordinate intelligence among the affected agencies. The flow of situation reports among the levels of government should occur as shown below:

- **Field Situation Reports:** Field situation reports should be disseminated to each responsible jurisdiction EOC.
- **Local EOC:** Local EOC should summarize reports received from the field, from department operations centers and other reporting disciplines and send to the Operational Area (OA) EOC.
- **OA EOC:** The operational area EOC should summarize reports received from responsible jurisdictions EOC, field units, department operations centers and other reporting disciplines and forward to the CalEMA REOC.
- **REOC:** The REOC should summarize situation reports received from the OA EOC, state field units, state department operations centers and other reporting disciplines and forward to the State Operations Center (SOC).
- **SOC:** The SOC will summarize situation reports received from the REOC, state department operations centers, state agencies and other reporting disciplines and distribute to state officials and others on the distribution list.
- **Joint Field Office (JFO):** When the state-federal JFO is activated, the REOC and SOC situation reports will be assimilated into the JFO situation report. The REOC organization may be collocated with the federal organization at the JFO.

## 10.5.PUBLIC INFORMATION

Public information consists of the processes, procedures and systems to communicate timely and accurate information by accessible means and in accessible formats on the incident's cause, size and current situation to the public, responders and additional stakeholders (both directly affected and indirectly affected). Public information must be coordinated and integrated as part of the Multiagency Coordination System across jurisdictions, agencies and organizations; among federal, state, tribal and local governments; and with the private sector and NGOs. Public information includes processes, procedures and organizational structures required to gather, verify, coordinate and disseminate information.

### 10.5.1.PUBLIC OUTREACH PROGRAMS

Emergency management officials must communicate and educate the public (including businesses, individuals and residents) on the risks and issues faced by the community and



provide resources to mitigate risks and support preparedness. Outreach programs should address information on established emergency plans and procedures and delineate the roles and responsibilities of first responders and the public immediately following an emergency and during a sustained response.

### 10.5.2.EMERGENCY PUBLIC INFORMATION

During an emergency, responsible jurisdictions disseminate information about the emergency to keep the public informed about what has happened, the actions of emergency response agencies and to summarize the expected outcomes of the emergency actions.

- **Local Government Responsibilities:** Responding jurisdictions and local government will provide immediate and critical emergency public information to their constituents.
- **State Government Responsibilities:** CalEMA will coordinate the state's emergency public information efforts and provides support to other state agencies to ensure that the state government issues a timely, clear, concise, consistent message.
- **State Assistance to Local Officials:** State assistance may be required when:
  - The means of dispersing public information at the local government level is damaged or overwhelmed.
  - Critical information needs to be disseminated to victims, responders, recovery personnel and members of the media.
  - Multiple response agencies and levels of government need to work cooperatively to provide consistent emergency information.

### 10.5.3.JOINT INFORMATION SYSTEM (JIS)

Under SEMS, public information is directly managed and controlled by the jurisdictions with responsibility for the emergency incident through the Multiagency Coordination System (MACS) beginning at the Field Level under a Unified Command structure and linking to Multiagency Coordination Groups (MAC Group) within each EOC level of SEMS as a Joint Information Center (JIC). Collectively, the activated JICs form the Joint Information System (JIS) that coordinates and communicates lifesaving measures, evacuation routes, threat and alert methods and other public safety information to numerous audiences in an accurate, timely, accessible and consistent manner.

- **Joint Information System:** The JIS provides the mechanism to organize, integrate and coordinate information to ensure timely, accurate, accessible and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and NGOs. It includes the plans, protocols, procedures and structures used to provide public information. Federal, state, tribal, territorial, regional, local and private sector Public Information Officers



(PIO) and established JICs are critical supporting elements of the JIS. Key elements include the following:

- Interagency coordination and integration;
  - Gathering, verifying, coordinating and disseminating consistent messages;
  - Support for decision makers; and
  - Flexibility, modularity and adaptability.
- **Joint Information Center (JIC):** The JIC is a central location that facilitates operation of the JIS. It is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications and public affairs functions. A JIC may be established at various levels of government, at incident sites, or can be components of federal, state, tribal, territorial, regional, or local MACS (e.g., MAC Groups or EOC). Typically, an incident specific JIC is established at a single, on scene location in coordination with federal, state and local agencies (depending on the requirements of the incident). Informational releases are cleared through Incident Commander (IC)/Unified Command, and/or the EOC/MAC Group.
  - **Public Information Coordinators (PIO) Coordination Teams:** When a JIC is established, it will be staffed with Public Information representatives from the responding agencies, who will coordinate as a team to:
    - Gather, verify and produce information for dissemination to the media and public (such as news releases, background information, fact sheets, public service announcements, briefings and news conference materials).
    - Respond to media questions and requests.
    - Schedule media releases, briefings, news conferences, interviews, public service announcements, etc.
    - Arrange for media interviews and tours.
    - Assign agency representatives to coordinate information from their agency with other team members before it is released to the public.
  - **Media Centers:** Agencies may establish a Media Center that serves as a central location for media briefings, conferences and information distribution. Media Centers may be activated independently or as part of a larger JIC.
  - **Inquiry Centers:** Agencies may activate an inquiry center to centralize information sharing between the public, the media and government. Inquiry centers should be directly linked to media centers or joint information centers as appropriate. Inquiry Centers allow for:
    - Establishment of Public Information Hotlines (including TTY capability for individuals who are deaf) and hotline staff.
    - Monitoring of radio and television stations and informing the PIO Coordination Team of inaccuracies.
    - Sharing of information about the emergency or the government's response.



- Identification of information trends, which in turn allows PIO to focus on providing targeted information.
  - Identification of rumors and misinformation and bringing these to the attention of the PIO Coordination Team.
  - Response to questions using official, verified information that has been approved for release.
  - Call referrals, as appropriate, to federal, state, local, volunteer and private sector agencies.
  - Current and updated information records.
  - Records of questions, responses and actions.
  - Enhancing information to meet the needs of those whose primary language is not English and to meet the functional needs of the blind, deaf and hard of hearing.
- **Virtual Joint Information Center:** A virtual JIC may be initiated through technological means when geographical restrictions, incident management requirements, or other limitations preclude physical attendance by public information officers/liaisons at a central location. Through telephone or video teleconferences, personnel participating in the virtual-JIC can meet and coordinate information.
  - **Use of 2-1-1 Information and Referral Services:** Local and state governments may consider supplementing their public information programs with established 2-1-1 information and referral services to increase the public's access to vital emergency-related information, including evacuation routes, shelter locations, road closures, to reduce inappropriate calls to 911 and make referrals to essential health and social services. The 2-1-1 program can improve access to government and non-profit community services for people who are most at risk, including older adults, people with disabilities, non-English speaking, those incapacitated by the disaster and people new to their communities.

## 10.6. MUTUAL AID

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.





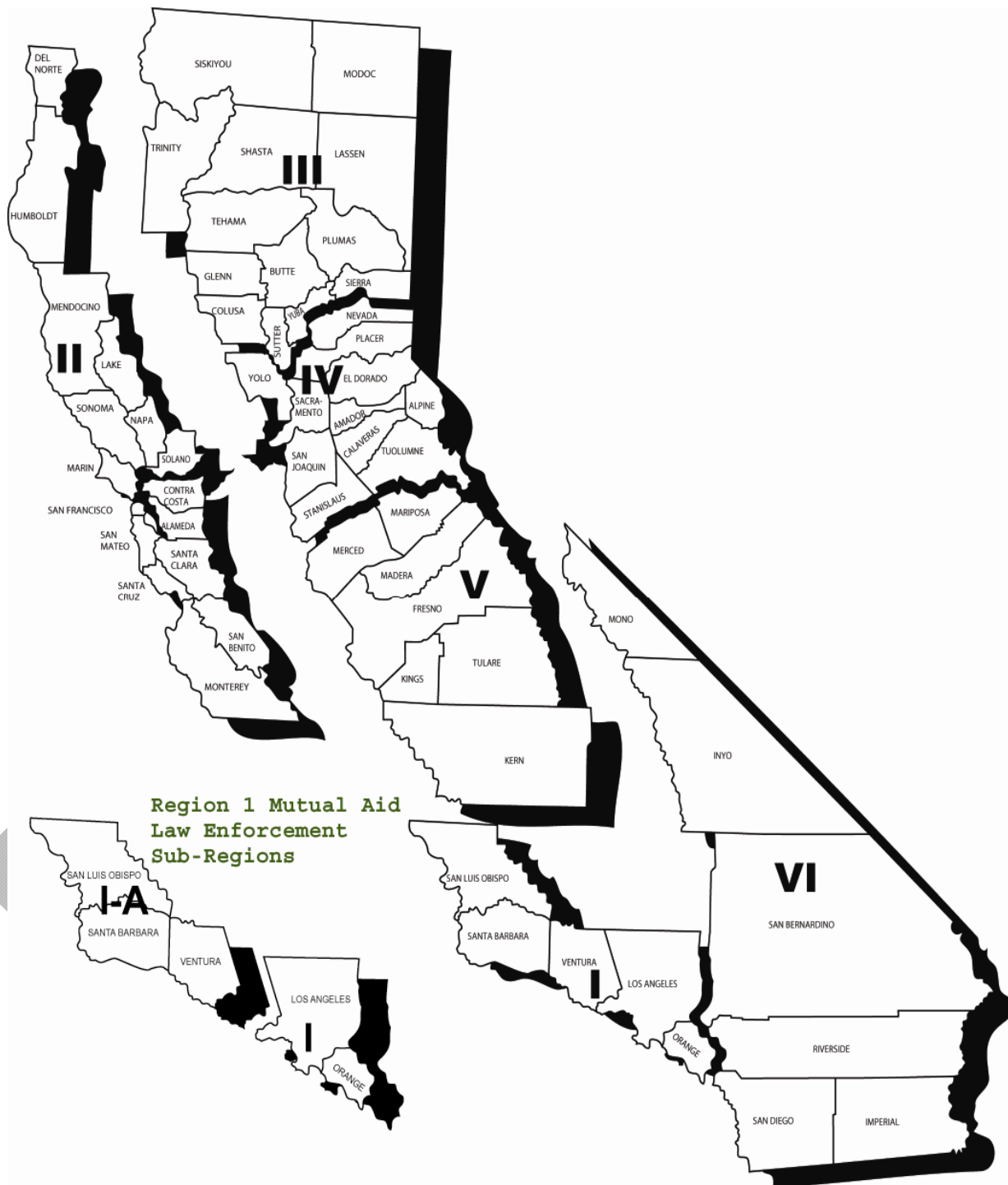
## 10.6.1.MUTUAL AID REGIONS

For mutual aid coordination purposes, California has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities. ***Exhibit 10-1 – Mutual Aid Regions*** on the following page illustrates the six mutual aid regions. As shown in the map, Region I has been further divided into two sub-regions to support Law Enforcement Mutual Aid.

Each party to the MMAA must ensure that their adopted and approved emergency plans document how they will mobilize public resources to render mutual aid during any type of emergency.



**Exhibit 10-1 –Mutual Aid Regions**



**10.6.2.LAW ENFORCEMENT MUTUAL AID PLAN**

The CalEMA Law Enforcement Branch coordinates all inter-regional and state agency activity relating to mutual aid under the Law Enforcement Mutual Aid Plan, Search and Rescue Mutual Aid Plan and the Coroner Mutual Aid Plan.

- **Law Enforcement Mutual Aid Plan:** The Law Enforcement Mutual Aid Plan delineates current state policy concerning law enforcement mutual aid. The plan describes the standard procedures used to acquire law enforcement mutual aid resources and the method to ensure coordination of law enforcement mutual aid planning and readiness at the local, state and federal levels.
- **Search and Rescue Mutual Aid Plan:** The Search and Rescue (SAR) Mutual Aid Plan supports and coordinates responses of personnel and equipment to SAR incidents that include:
  - Searching for, locating, accessing, stabilizing, rescuing and transporting victims in/from locations that are not reasonably accessible from roadways;
  - Searching for downed aircraft;
  - Conducting high-angle rope rescue;
  - Implementing water rescues from the ocean, swift water or flood;
  - Operating in areas where access to victims requires equipment and personnel transported by foot or unconventional vehicles;
  - Operating in locations remote from vehicular access;
  - Operating in situations that require responder personal self-sufficiency;
  - Operating during prolonged operational periods in wilderness terrain and dangerous weather, and;
  - Investigations of missing person incidents that may involve criminal act.
- **Coroner Mutual Aid Plan:** The Coroner Mutual Aid Plan is a companion of the California Law Enforcement Mutual Aid Plan. Both derive their authority from the California Emergency Services Act (ESA) and from the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA). The Coroner Mutual Aid Plan describes the statewide sheriff/coroner, coroner and medical examiner organization, mobilization and functions, as well as other assistance available from the American Academy of Forensic Sciences, the California State Coroners Association and other state agencies and the resources of the federal government. Mission statements included in this plan provide functional capabilities of the California Emergency Management Agency, Department of Justice, California Department of Public Health, California Department of Motor Vehicles, California National Guard, California Dental Identification Team, Department of Homeland Security and Federal Bureau of Investigation.

**10.6.3.FIRE AND RESCUE MUTUAL AID PLAN**

The CalEMA Fire and Rescue Branch coordinates all inter-regional and state agency activity relating to mutual aid under the California Fire Service and Rescue Mutual Aid Plan. The mutual aid plan provides for systematic mobilization, organization and operation of necessary fire and rescue resources of the state and its political subdivisions in mitigating the effects of disasters, whether natural or man-caused.

- **Urban Search and Rescue Mutual Aid Plan:** The CalEMA Fire and Rescue Branch supports and coordinates responses of personnel and equipment to Urban Search and Rescue (US&R) incidents that include searching for, locating and rescue of victims from locations that are reasonably accessible from roadways as well as for locating and rescuing victims of urban accidents and disasters with heavy rescue and fire suppression capabilities that are generally truck-based. A US&R incident (typically known location of victim(s)) would include searching for, locating and rescuing victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar accidents and disasters and water rescues (ocean, swift water and flood.)

**10.6.4.EMERGENCY MANAGERS MUTUAL AID PLAN (EMMA)**

The Emergency Managers Mutual Aid Plan describes the process by which the state and its political subdivisions coordinate to support the emergency management operations in affected jurisdictions under the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA). In order to carry out the concepts of the Emergency Managers Mutual Aid Plan, the state has prepared a companion Emergency Managers Mutual Aid Guidance document that provides policies, procedures, checklists and forms to support mutual aid administration.

**10.6.5.MUTUAL AID COORDINATION**

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

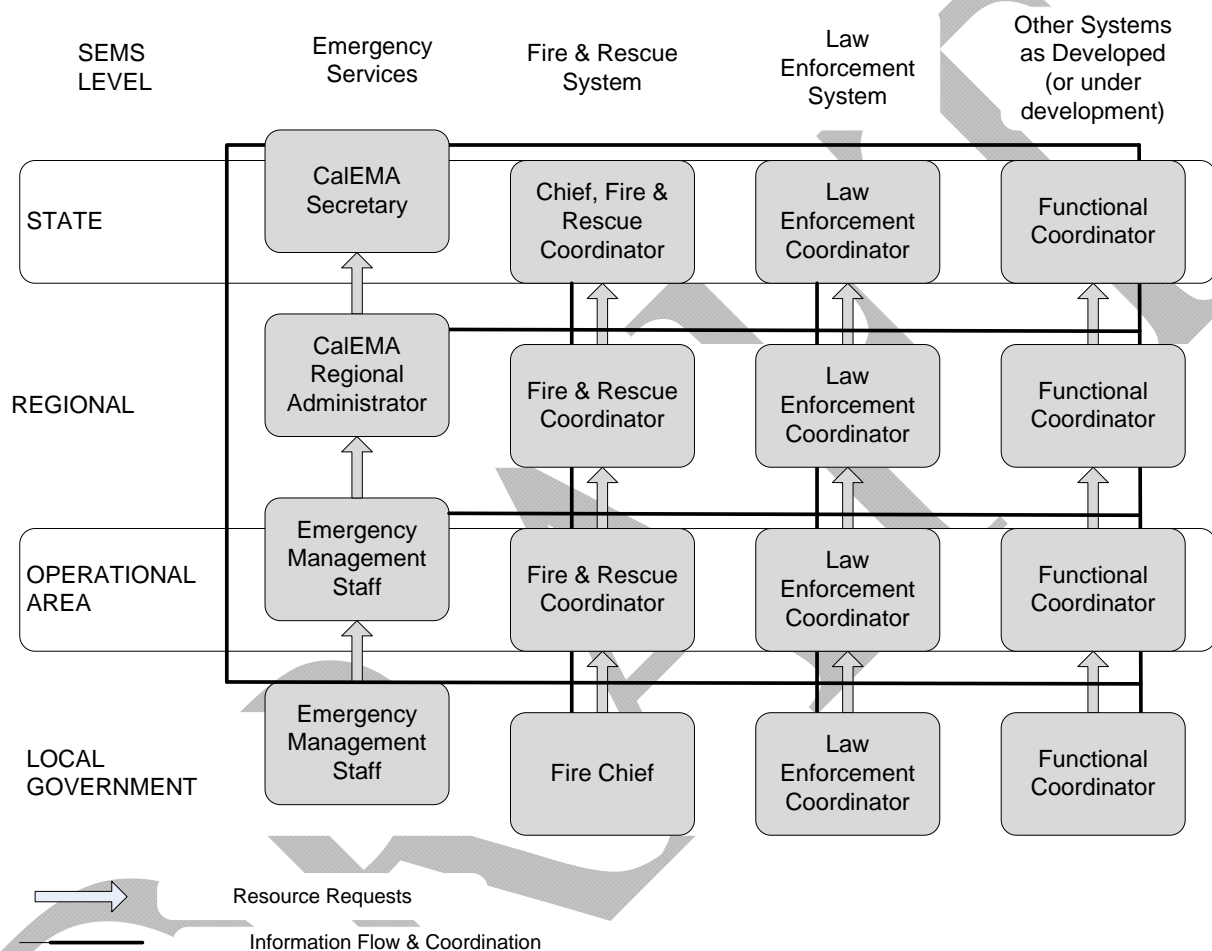


- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.
- **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.
- **Region Level Requests:** The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Region Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Secretary of CalEMA has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need.

*Exhibit 10-2 – Discipline-Specific Mutual Aid Systems* documents the flow of information, resources requests and resources within specific mutual aid agreement relative to the SEMS organization levels.



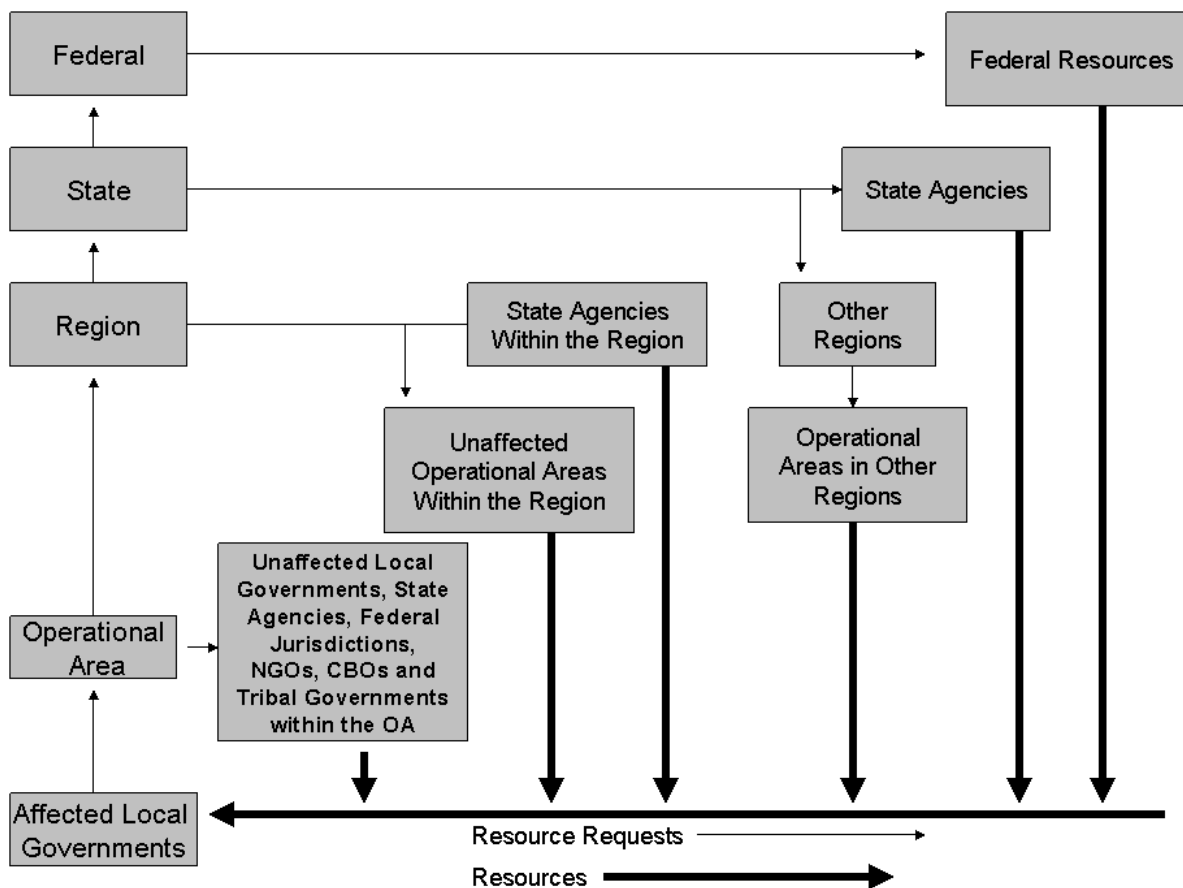
## Exhibit 10-2 – Discipline-Specific Mutual Aid Systems



## 10.6.6.FLOW OF MUTUAL AID AND OTHER RESOURCE REQUESTS

**Exhibit 10-3 – Flow of Requests and Resources** depicts the resource management process for the state under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.



**Exhibit 10-3 – Flow of Requests and Resources**

#### **10.6.7. EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)**

California is a member of the interstate Emergency Management Assistance Compact (EMAC), a congressionally ratified organization that provides form, structure and procedures for rendering emergency assistance between states. After a state of emergency declaration, California can request and receive reimbursable assistance through EMAC from other member states quickly and efficiently without issues of liability. The Secretary of CalEMA and the states' EMAC Coordinator are responsible for facilitating requests for assistance pursuant to EMAC. Information on EMAC can be accessed at <http://www.emacweb.org>.

#### **10.6.8. RESOURCE MANAGEMENT**

It is the policy of the state that contracts and agreements for emergency response and disaster repair and restoration be entered into by the lowest level of government possible. When local



resources are exhausted and additional resources are required, resource requests will follow an established process for ordering, tracking, mobilizing and demobilizing. Depending on the scale of the emergency, limited resources may need to be rationed or controlled.

- **Resource Ordering:** All resource requests, at each level, must include the following:
  - Clearly describe the current situation.
  - Describe the requested resources.
  - Specify the type or nature of the service the resource(s) will provide.
  - Provide delivery location with a common map reference.
  - Provide local contact at delivery location with primary and secondary means of contact.
  - Provide the name of the requesting agency and/or OA Coordinator contact person.
  - Indicate time frame needed and an estimate of duration.
  - Resource requests involving personnel and/or equipment with operators will need to indicate if logistical support is required, (i.e. food, shelter, fuel and reasonable maintenance).
- **Resource Directories:** Each state agency and local government entity should identify sources for materials and supplies internally and externally. The SOC and REOC maintain a list of state agencies, their roles and responsibilities as outlined in this plan and the common resources available from each.

For more information on resource ordering, refer to the [SEMS Resource Ordering and Tracking: A Guide for State and Local Government](#) on the CalEMA Website.

- **Daily Updates:** The requesting agencies are responsible to report to CalEMA the number and status of resources deployed on a mission on a daily basis.
- **Federal Assistance:** When resources are not available within the state or through existing agreements with other states, California may request assistance from the federal government. Requests for federal assistance during an emergency will be coordinated through the State Operations Center.

## 10.6.9.STATE AGENCY MISSION TASKING

It is the policy of the State of California that all executive branch agencies of state government will provide immediate and efficient response to emergencies. CalEMA may direct a state agency to perform a service outside their normal statutory responsibility. Agencies must be mindful of the fiscal implications of emergency response actions, however, life saving response shall not be delayed by concerns for reimbursement or budgetary impacts.

- **Mission Coordination:** The SOC or REOC contacts the appropriate state agency to allocate the needed resource. As part of the coordination, the SOC or REOC documents the request in the Response Information Management System (RIMS) and issues a CalEMA Mission Number for the task.



- **Mission Numbers:** CalEMA State Agency Mission Numbers issued through the SOC and REOC are valid only for state agencies. Once a mission number is issued, any significant change in the mission, activity, type, work site, scope and nature must be approved by CalEMA.
- **Contact with Requesting Agency:** The tasked state agency provides the resources requested for the mission however, the tasked agency has the responsibility to adjust the number, type and status of resources, in consultation with the requesting agency, to accomplish the mission.
- **Mission Completion Date:** After a mission is approved, the requesting and tasked agencies will establish a mission completion date. If an extension is required, it can only be extended after formal reconsideration by the three parties (requesting entity, tasked agency and CalEMA).
- **Daily Updates:** The tasked state agencies are responsible to report to CalEMA the number and status of resources deployed on a mission on a daily basis. The state agency will provide continuous updated information to CalEMA, via RIMS, including the number, type and status of resources and any change in status.
- **Cost Recovery:** A CalEMA State Agency Mission Number does not guarantee reimbursement, nor does it imply that CalEMA will cover the costs of the mission. It does mean that CalEMA will endorse claims by the tasked agency for reimbursement from appropriate state and federal government agencies.

## 10.7. SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: One involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

### 10.7.1. BEFORE IMPACT

- **Routine Monitoring for Alerts, Watches and Warnings:** Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.



- **Increased Readiness:** Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:
  - Briefing government officials.
  - Reviewing plans and procedures.
  - Preparing and disseminating information to the community.
  - Updating resource lists.
  - Testing systems such as warning and communications systems.
  - Precautionary activation Emergency Operations Centers.
- **Pre-Impact:** When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, evacuation begins and resources are mobilized.

## 10.7.2.IMMEDIATE IMPACT

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster.

- **Alert and Notification:** Response agencies are alerted about an incident by the public through 9-1-1, an EOC duty officer, the California State Warning Center, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.
- **Resource Mobilization:** Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency as additional resources are needed to support the response. This includes resources from within the affected jurisdiction, or, when resources are exhausted, from unaffected jurisdictions.
- **Incident Response:** Immediate response is accomplished within the affected area by local jurisdictions and segments of the private sector. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with ICS organizational structures, doctrine and procedures.<sup>21</sup>
- **Establishing Incident Command:** Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC). The Incident Commander develops an initial Incident Action Plan (IAP), which sets priorities for the incidents, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post (ICP) to facilitate multijurisdictional and multiagency policy decisions. The



Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

- **Activation of the Multiagency Coordination System (MACS):** Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and MAC Groups. This includes developing and maintaining connectivity capability between ICP, local 9-1-1 Centers, local Emergency Operations Centers (EOC), REOC, the SOC and federal EOC and NRF organizational elements.<sup>22</sup>
- **Local EOC Activation:** Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, Local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local EOC notifies the OA lead that the local EOC has been activated.
- **Communications between Field and the EOC:** When a jurisdiction EOC is activated, communications and coordination are established between the IC and the Department Operations Center (DOC) to the EOC, or between the IC and the EOC.
- **Operational Area (OA) EOC Activation:** If one or more Local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the OA EOC activates. The OA EOC also activates if a Local Emergency is proclaimed by the affected local government. The OA EOC then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the REOC and mutual aid coordinators.
- **Regional Emergency Operations Center (REOC) Activation:** Whenever an Operational Area EOC is activated the CalEMA Regional Administrator will activate the REOC within the affected region and notifies CalEMA Headquarters. The REOC will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the SOC for coordination.
- **State Level Field Teams:** The state may deploy Field On-Site Observation Teams (FOOT) to provide situation reports on the disaster to the REOC in coordination with the responsible Unified Command.
- **State Operations Center (SOC) Activation:** The SOC is activated when the REOC activates in order to:





- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams (IMATs) when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact (EMAC) or Interstate Disaster and Civil Defense Compact.
- The SOC may also be activated independently of a REOC to continuously monitor emergency conditions.

**Exhibit 7-5: SEMS EOC Activation Requirements** illustrates the relationships of emergency operations center activations when an emergency occurs (See Section 7).

- **Joint Information Center (JIC) Activation:** Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical the agencies will activate a joint information center to facilitate the dissemination of consistent information.
- **Department Operations Center (DOC) Activation:** Each state agency may activate a department operations center to manage information and resources assigned to the incident. If a DOC is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.
- **FEMA Regional Response Coordination Center (RRCC) Activation:** The FEMA RRCC may deploy a liaison or IMAT to the SOC to monitor the situation and provide situational awareness to federal officials.

### 10.7.3.SUSTAINED OPERATIONS

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as search and rescue of, shelter and care for and identification of victims.

### 10.7.4.TRANSITION TO RECOVERY

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to



normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened and hazard mitigation surveys are performed.

- **Local Assistance Centers:** Local Assistance Centers (LACs) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a state-federal Disaster Recovery Center (DRC) may be collocated with the LACs.
- **Joint Field Office:** The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.
- **Demobilization:** As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions.

## 10.7.5. EMERGENCY PROCLAMATIONS

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency and (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the state and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not a prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC).

- **Local Emergency Proclamation:** A local governing body or designee may proclaim a Local Emergency if there is extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city where the declaring entity is overwhelmed and unable to abate an existing or potential emergency and requires resources from other unaffected political subdivisions and jurisdictions.

A Local Emergency provides local governing bodies with expanded emergency police powers and authorities, which include:



- Authorization to promulgate and suspend local orders and regulations necessary to provide for the protection of life and property.
- Authority to acquire or commandeer supplies and equipment for public use.
- Power to conduct and perform emergency response activities under emergency conditions with broadened immunities from legal liability for performance or failure of performance.
- **CalEMA Notification:** When conditions and time allow, the local governing body, or designee, drafts and signs a Local Emergency Proclamation. The local EOC advises the OA EOC of the proclamation and, in turn, the OA EOC advises the CalEMA Regional Administrator.
- **Request for CalEMA Secretary's Concurrence:** Local governments can request cost reimbursement from the state for certain disaster-related costs under the California Disaster Assistance Act (CDAA) following the proclamation of a Local Emergency.
- **Request for the Governor to Proclaim a State of Emergency:** When emergency conditions exceed, or have the potential to exceed, local resources and capabilities, local government may request state assistance under the California Emergency Services Act (ESA). The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten days of the event.
- **Initial Damage Estimate:** The request should include a copy of the proclamation document and an Initial Damage Estimate (IDE) that estimates the severity and extent of the damage caused by the emergency. An IDE may not be required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.
- **Analysis of Request:** The request and the IDE are reviewed by the CalEMA Region and a recommendation is made to the Governor through the Secretary of CalEMA.
- **Proclamation of a State of Emergency:** The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of CalEMA. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:
  - Has the right to exercise police power, as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
  - Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
  - Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and



threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.

- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.
- **Governor's Proclamation Without a Local Request:** A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capacity and capabilities of the local authorities.
- **Proclamation of a State of War Emergency:** In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.
- **State Request for a Presidential Declaration:** When it is clear that State capabilities will be exceeded, the Governor can request Federal assistance, including assistance under the **Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)**. The Stafford Act authorizes the President to provide financial and other assistance to State and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.<sup>23</sup>
- **Preliminary Damage Assessment:** Upon submission of the request, FEMA coordinates with the state to conduct a Preliminary Damage Assessment (PDA) and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. Similar to the IDE, the PDA may not be required if immediate response assistance is necessary.
- **Federal Analysis of the State's Request:** The FEMA Administrator assesses the situation and the request and makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the state, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the state's hazard mitigation history.



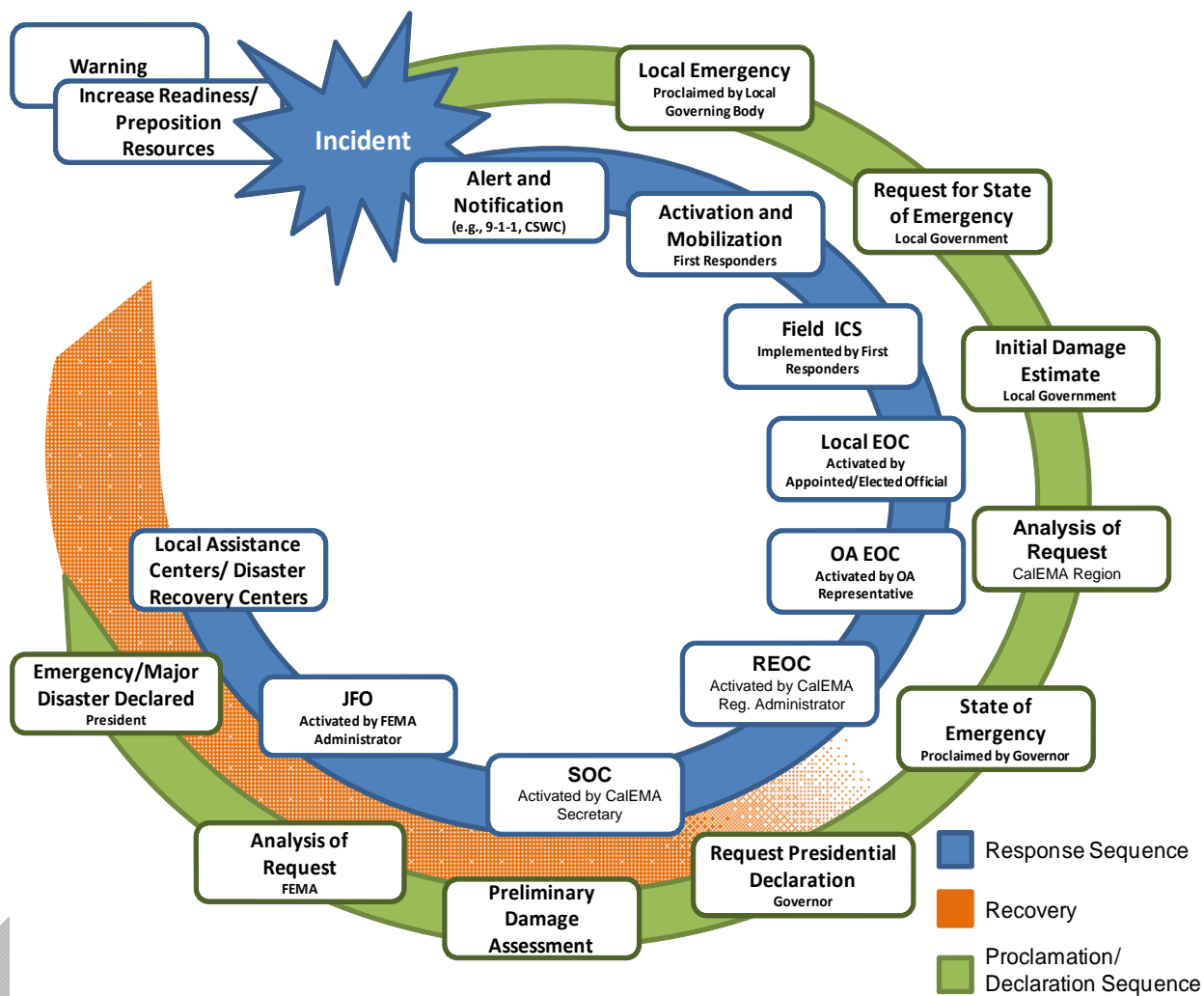
- **Federal Declarations without a PDA:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.
- **Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the states' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in ***Exhibit 10-4 – Response Phase Sequence of Events***.





Exhibit 10-4 –Response Phase Sequence of Events





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# 11.Recovery Concept of Operations

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The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of re-establishing a state of normalcy in the affected communities. The specific approach to recovery operations following a disaster will be determined by the location, type, magnitude and effects of the incident.

- **Transition to Recovery:** While the immediate lifesaving activities are occurring, emergency managers are simultaneously assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses and governments in meeting basic needs and returning to self-sufficiency.
- **Short Term Recovery:** Short-term recovery operations begin concurrently with or shortly after the commencement of response operations. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:
  - Stabilize the situation.
  - Restore services.
  - Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
  - Commence the planning for the restoration of the community, including economic functions.
- **Long Term Recovery:** Long-term recovery continues the short term recovery actions but focuses on community restoration. Long term recovery may continue for a number of months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:
  - Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
  - Community planning including the development of long-term housing plans.
  - Implementation of waivers, zoning changes and other land use legislation to promote recovery.
  - Assistance to displaced families, which may include financial support as well as social and health services.
  - Restoration of the local economic system.
  - Integration of mitigation strategies into recovery efforts.
  - Documentation of eligible disaster-related costs for reimbursement through federal grant programs.



- **Individuals and Households:** Individuals and households will try to stabilize their circumstances by seeking adequate shelter, assessing damage to their property, resuming work and other regular activities, applying for federal assistance and obtaining insurance proceeds.
- **The Private Sector:** The private sector engages in activities necessary to resume business operations, including assessing damage, implementing continuity of business plans, caring for employees, shifting operations to temporary facilities or other locations, applying for federal assistance and obtaining insurance proceeds. In coordination with CalEMA and local governments, businesses also may play a key role in donating goods and services for community recovery.
- **Non-Government Organizations:** NGO and community-based organizations, such as the American Red Cross and the Salvation Army, will provide support to individuals and households who are displaced by a disaster and work with governmental organizations to support the transition from care and shelter operations to interim housing arrangements. Community organizations active before a disaster may expand their services to meet increased needs. Such groups include churches, neighborhood health clinics and food distribution agencies. NGO and community based organizations may provide a range of services such as donations management, emergency food, clothing and shelter, as well as support of housing reconstruction. They provide these services independently or in coordination with federal, state and local efforts.
- **Local Governments Actions:** Local government, including counties, cities, special districts and tribal governments organize recovery operations according to their respective priorities and mechanisms for conducting business. These jurisdictions may work with neighboring jurisdictions to share resources or address common problems. Regional entities may also play a role in setting priorities and obtaining resources for recovery within their respective areas of authority. These organizations may undertake the following actions to stimulate recovery within their respective communities:
  - Conduct damage and safety assessment.
  - Assess the housing situation, identify potential solutions and request support.
  - Assess damage to public facilities and initiate temporary repairs.
  - Assess damage to private property and issue permits for repairs and demolition.
  - Remove debris.
  - Open transportation routes.
  - Restore services such as power, water, sewer and transportation.
  - Activate Local Assistance Centers to assist individuals and households.
  - Coordinate program assistance to individuals, businesses, farmers and ranchers.
  - Document disaster-related costs for reimbursement through federal grant programs.
  - Work with states and federal officials to assess damage, identify needs and secure financial assistance.
  - Resume governmental functions.



- Begin planning for long-term community recovery.
- Enact appropriate zoning variances to accommodate business and commercial repairs.
- Assist with the identification of temporary housing and business space.
- **State Government Actions:** When a State of Emergency is proclaimed in the impacted counties, CalEMA will lead California's recovery operations and coordinate assistance provided by other state agencies and the federal government. When federal assistance is required, CalEMA will work together with the FEMA and other federal agencies to ensure effective delivery of services.
- **State Coordinating Officer:** The Governor appoints a State Coordinating Officer (SCO) to coordinate the state's requests for federal assistance.
- **Federal Coordinating Officer:** In accordance with the Stafford Act, the President appoints a Federal Coordinating Officer (FCO) to manage federal operations and coordinate recovery programs.
- **SOC and REOC Operations:** Initially, CalEMA coordinates recovery operations through the SOC and its REOC. The recovery organization will include functions added to the existing EOC organization.
- **Local Assistance Centers:** CalEMA often encourages local governments to establish Local Assistance Centers (LACs) in which services for disaster survivors can be centralized. LACs are staffed with representatives of local and state agencies and NGOs and provide a convenient "one-stop shop" for disaster survivors who can access recovery assistance and referrals to other programs and assistance that may not be represented. LACs may also host representatives of organizations that provide other services such as the U.S. Postal Service, utilities and property tax officials who can help survivors begin the process of recovery. Federal agencies may also provide representatives who can provide information regarding federal disaster assistance programs. In addition to assisting local governments with the establishment of LACs, CalEMA coordinates the participation of state agency personnel. CalEMA publishes [A Guide for Establishing Local Assistance Centers](#).
- **FEMA Disaster Recovery Centers:** FEMA may establish Disaster Recovery Centers (DRCs) to centralize public outreach operations for federal agencies and their respective assistance programs and to supplement LAC operations. CalEMA, FEMA and the local jurisdiction(s) coordinate on the locations of LAC and DRC to best meet the needs of the communities affected by the disaster.
- **Transition to the Joint Field Office:** As resources and conditions allow, CalEMA and FEMA establish the JFO to manage and coordinate recovery operations. In general, all Emergency Support Functions (ESFs) that support federal response and recovery efforts operate from the JFO once it is activated. CalEMA and other state agencies deploy staff to the JFO to ensure effective coordination with federal counterparts as part of the joint state/federal operation.





- **JFO Operations:** State and federal officials will coordinate directly with other state agencies, other states and FEMA to provide recovery resources requested by local governments. Under the direction of the SCO, CalEMA will implement Stafford Act assistance programs with FEMA and coordinate the implementation of long-term recovery operations. CalEMA is responsible for:
  - Requesting federal assistance.
  - Setting priorities for federal assistance in conjunction with local government requirements.
  - Ensuring effective implementation of assistance programs.
  - Managing grants under the Public Assistance Program, and
  - Coordinating with state agencies that have responsibility for managing grant programs.
- **Multiagency Coordination Groups:** The JFO may establish a Multiagency Coordination (MAC) Group to facilitate coordination among various agencies, technical groups, private sector and NGO. The MAC will develop recommendations on criteria for prioritizing limited resources, the need for technical specialist groups and will provide these recommendations to the SOC and REOC Directors, FCO and SCO as appropriate.
- **State Agency Assistance:** Other state agencies may provide support to local governments under their respective authorities, or under other federal programs. These state agencies coordinate their activities with CalEMA but may direct operations from their respective Department Operations Centers.
- **Long-Term Recovery Efforts:** CalEMA will coordinate long-term recovery efforts within the state. Long-term recovery may include the implementation of Emergency Support Function (ESF) #14, Long-Term Community Recovery whereby federal agencies help affected communities identify recovery needs and potential sources of recovery funding and provide long-term community recovery planning support, as appropriate.

## 11.1.INDIVIDUAL ASSISTANCE (IA) PROGRAMS

- **Non-Governmental Organizations Assistance:** Many NGOs, such as the American Red Cross, the Mennonite Disaster Services and the Salvation Army, provide recovery assistance to individuals, families and community organizations. This may include assistance for shelter, food, clothing, and housing reconstruction.
- **State Assistance:** The state does not have authority to offer financial assistance to private sector disaster victims under the California Disaster Assistance Act (CDAA). However, CalEMA actively coordinates with federal, state, local and NGOs to provide other types of recovery assistance to individuals, households, businesses and the agricultural community. Under the Welfare and Institutions Code, the California Department of Social Services (CDSS) is authorized to assist those who receive the maximum grant under the Federal



Individuals and Households Program (IHP) and still have eligible losses as identified by the FEMA inspector.

The State also has a variety of other programs and services to assist individuals, businesses, and farmers in recovering from a disaster.

- **FEMA Assistance:** Under the Stafford Act, FEMA provides a wide range of programs for individuals and households. This assistance includes:
  - **Housing Assistance:** The IHP provides financial and direct assistance to eligible homeowners and renters displaced from their pre-disaster primary residence.
  - **Other Needs Assistance:** The IHP provides financial assistance for uninsured disaster-related necessary expenses and serious needs, including personal property, medical, dental, and transportation expenses.
  - **Additional Programs:** Other Stafford Act Programs that may be made available as a result of a major disaster declaration includes: crisis counseling, disaster unemployment assistance, and legal services.
- **Low-Interest Loans:** The U.S. Small Business Administration (SBA) provides low-interest disaster loans to homeowners, renters, businesses and private non-profit organizations in declared disaster areas. Loans may be made for uninsured physical damage to homes, businesses and other properties, or for economic losses. Following Presidential disaster declarations, SBA implements its program in conjunction with FEMA's IA Stafford Act programs. When a Presidential disaster declaration is not viable or warranted or does not include IA due to the scope of the disaster, it may be appropriate for CalEMA to coordinate requests for SBA assistance, since this can be done independently of a FEMA declaration. In order to pursue SBA assistance, the damage incurred by the community must meet certain minimum thresholds.
- **Agricultural Assistance:** The U.S. Department of Agriculture (USDA) provides low-interest loans to farmers, ranchers, and aquaculturists for physical and/or crop production losses in areas designated a disaster by the Secretary of Agriculture. This designation may also follow a Presidential disaster declaration. As a result, the SBA may also provide economic injury disaster loans to small non-farm businesses, small agricultural cooperatives, and most private non-profit organizations of any size.

## 11.2. PUBLIC ASSISTANCE (PA) PROGRAMS

- **State Assistance:** The California Disaster Assistance Act<sup>24</sup> (CDAA) authorizes the state to provide financial assistance for costs incurred by local governments as a result of a disaster. CDAA assistance may be implemented in circumstances when local resources are exceeded but the President does not declare an emergency or major disaster under the Stafford Act. In general, the state's share of work that is eligible under CDAA is no more than 75 percent of



total state eligible costs. However, funding may vary with the type of disaster at the discretion of the Legislature. There are two levels of CDAA assistance:

- **Secretary's Concurrence:** Under CDAA, the CalEMA Secretary may concur with a local government request for state assistance independently of a Governor's Proclamation of a State of Emergency. A Secretary's Concurrence is limited to eligible permanent repair work. There is generally a 75%-25% cost share between state and local governments.
- **During a State of Emergency:** When the Governor proclaims a State of Emergency, both emergency and permanent work are eligible for assistance. Again there is generally a 75%-25% cost share between state and local governments.
- **Federal Assistance:** Under a declaration of emergency or major disaster, the President may designate certain counties in the affected areas as eligible for the Public Assistance (PA). Major assistance programs available under the Stafford Act are managed by FEMA.
  - **FEMA Public Assistance Grant Program:** FEMA provides state agencies, local governments, tribal governments and certain private non-profit entities with federal grants to cover eligible disaster recovery work on a cost-share basis. In accordance with the Stafford Act, the federal cost share is a minimum of 75 percent. The State of California shares the remaining cost with the applicant. Eligible costs must be associated with:
    - Debris removal.
    - Emergency work necessary to save lives, protect public health and safety and protect property.
    - Restoration of damaged facilities, including buildings, equipment and infrastructure and also to pre-disaster design and function.
    - Implementation of cost-effective hazard mitigation measures during repairs to damaged facilities to reduce the risk of future damage to those facilities.
  - **Assistance to Tribal Governments:** In accordance with the National Response Framework, the state coordinates with impacted tribal governments within the State and initiates requests for a Stafford Act Presidential declaration of an emergency or major disaster on behalf of an impacted tribe when appropriate.<sup>25</sup> Within California, tribal governments may submit Requests for Public Assistance to CalEMA, which reviews the requests and submits them to FEMA. FEMA may then work directly with the tribal governments as grantees.
- **Non-Stafford Act Programs:** The federal government provides recovery assistance through authorities and programs outside of the Stafford Act. These programs may be implemented in conjunction with Stafford Act programs under a disaster declaration or separately. Depending on the program, the agencies may provide assistance directly to recipients or through another state agency besides CalEMA. Examples include:



- **Federal Highway Administration:** Under the Emergency Relief Program, the Federal Highway Administration (FHWA) provides assistance to the Department of Transportation (Caltrans) and local governments for damage to roads, bridges and other facilities on the federal-aid system. Caltrans implements this program on behalf of FHWA.
- **Natural Resources Conservation Service:** Under the Emergency Watershed Protection Program, the Natural Resources Conservation Service (NRCS) provides assistance to state agencies and local governments for emergency work necessary to protect life, property and public health and safety in watersheds that have been damaged by a disaster, such as a wildfire or flood.
- **U.S. Army Corps of Engineers:** Under the Rehabilitation and Inspection Program, the United State Army Corps of Engineers (USACE) provides assistance for flood fighting, emergency repair and repairs to damaged facilities. The USACE provides this assistance for levees and other flood control works that meet pre-disaster criteria for participation in the program.
- **U.S. Department of Housing and Urban Development:** The United States Department of Housing and Urban Development's (HUD) Community Development Block Grants may be requested by state, local and tribal governments for a wide range of recovery purposes.
- **Congressional Appropriations:** The U.S. Congress may make disaster-specific appropriations that allow federal agencies to provide assistance beyond existing authorities and programs. State coordination of this assistance depends on the nature of the appropriation and the federal agency that is charged with its implementation.

## 11.3.DEBRIS MANAGEMENT PROGRAMS

Disasters may create significant quantities of debris that must be removed and disposed of to reduce threats to public health and safety and allow for the recovery of the community. Debris management poses challenges for state, local and tribal agencies in terms of available resources for: debris management operations, appropriate procurement and management of contractors, reduction of debris volume, disposal and segregation, handling and disposal of household hazardous waste and other hazardous materials. There are also legal requirements to recycle applicable waste streams and specific environmental issues that need to be evaluated for compliance issues.

- **Local Responsibility:** Debris management operations are the responsibility of the affected jurisdiction; however, at the request of the state, the federal government may provide assistance for debris management following a Presidential declaration of emergency or major disaster.





- **State Assistance:** CalEMA can provide Debris Management Technical Assistance to local governments in the development of pre-disaster debris management plans. When a disaster occurs, CalEMA coordinates requests for federal assistance with debris removal and provides state agencies and local governments with guidance regarding requirements that must be met to ensure eligibility of debris management activities for funding.
  - **Recycling of Debris:** To conserve California's landfill capacity and, in keeping with state policy to maximize all diversion options in order to reduce the amount of solid waste that must be disposed, it is the state's intent that disaster-related debris be recycled or centrally held until it can be processed for maximum recycling. The Integrated Waste Management Disaster Plan provides guidance on this topic.
  - **State Environmental Requirements:** FEMA is responsible for ensuring compliance with federal laws, regulations and Executive Orders for Stafford Act programs.<sup>26</sup> At the state level, CalEMA ensures that the state's management of these programs proceeds in accordance with these requirements, as well as with applicable state environmental laws and regulations. CalEMA provides guidance to communities regarding the California Environmental Quality Act (CEQA). Additionally, the CalEMA provides technical assistance to CalEMA Environmental Compliance Program applicants.
- **Federal Assistance:** The following federal debris management assistance programs are coordinated by FEMA:
  - **Technical Assistance:** The federal, state, local and tribal governments coordinate as a team to identify, evaluate and provide the most appropriate technical assistance available. FEMA may be requested to task another federal agency to provide specific technical expertise to accomplish debris management tasks.
  - **Direct Federal Assistance:** FEMA, coordinating directly with the FCO, SCO and the Public Assistance Officer (PAO), may task another federal agency, such as the U.S. Army Corps of Engineers (USACE) to perform debris management activities directly on behalf of the state, local government, or tribe when that entity does not have the resources for the work.
  - **Financial Assistance:** Under the Public Assistance Program (PA), FEMA provides financial assistance to state, local and tribal governments for eligible debris management activities completed by those entities. CalEMA is responsible for providing the technical program assistance for those entities eligible to apply for reimbursement assistance.
  - **Federal Environmental Requirements:** FEMA and other federal agencies that provide assistance must ensure that all actions comply with applicable federal environmental laws, regulations and Executive Orders (EO). For Stafford Act assistance programs, FEMA ensures compliance with the following, depending on the type and scope of the project<sup>27</sup>:
    - National Environmental Policy Act (NEPA)





- National Historic Preservation Act
  - Endangered Species Act
  - Clean Water Act
  - Executive Order 11988, Floodplain Management and Executive Order 11990, Protection of Wetlands
  - Executive Order 12898, Environmental Justice
- **Exemptions:** The Stafford Act and its implementing regulations in 44 Code of Federal Regulations (CFR) Part 9 provide FEMA with exclusions that exempt certain actions from the NEPA review process, including debris removal, emergency protective measures, repairs of damaged facilities to pre-disaster condition and minor mitigation measures. Although a project may be excluded from NEPA review, compliance with other laws, such as the Endangered Species Act and the National Historic Preservation Act, is still required. Additionally, the project must comply with all applicable state environmental laws and regulations.



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## 12. Continuity Planning

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Some emergencies create extraordinary demands on government entities and emergency response agencies, which in extreme circumstances, may stress them to the point that they can no longer operate and provide emergency and essential services. A major emergency could include death or injury of key government officials, partial or complete destruction of established seats of government and the destruction of public and private records essential to continued operations of government and industry. The inability of government to provide emergency and essential services can cause direct damage to government infrastructures, life safety and basic human needs may be compromised leading to increased morbidity, mortality and civil unrest.

- **Planning Authority:** The Constitution of the State of California and the Government Code provide authority for the continuity and preservation of state and local government. The ESA<sup>28</sup> specifically provides for the preservation of government and its services. This is accomplished by planning for succession of officers, designation of standby officers, administration of oaths of office and continuation of duties of the governing body.
- **Continuity Plans:** To ensure continuity of government and continuity of operations, the state and its political subdivisions must plan for the preservation, maintenance, or reconstitution of government. When an emergency occurs, continuity planning will support the government's ability to:
  - Carry out constitutional responsibilities.
  - Restore and maintain emergency operations.
  - Restore and maintain public health and safety.
  - Restore and maintain government operations.
  - Protect California's economy.
  - Conserve the environment.
- **Planning Elements:** To ensure continuity the following elements must be addressed by government at all levels:
  - Identification and prioritization of essential functions.
  - Establishment, promulgation and maintenance of orders of succession.
  - Pre-identification and updates, as necessary, of delegations of authority.
  - Identification, establishment and maintenance of continuity facilities.
  - Identification, establishment and maintenance of continuity communications.
  - Establishment and maintenance of a system of vital records management.
  - Establishment of a program that identifies and supports human capital, including continuity personnel and other staff.
  - Establishment of a process for devolution of control and direction.
  - Establishment of a process for reconstitution.
  - Development of an effective test, training and exercise program to support continuity efforts.



- **State Authority:** The Governor has the legal authority under a State of Emergency to commandeer resources required to address the situation at-hand. As such, significant state government intervention and control of an emergency exists by its legal authority.
- **State Assistance:** While not likely, if local government becomes partially or entirely disabled in an emergency, significant state government intervention may be required to assist local government in the restoration of emergency operation and essential services. Significant state intervention presumes that local government lacks the resources to restore any overwhelmed or devastated portion of its structure. At times when significant state government intervention is warranted, the state will proactively deploy resources and coordinate with other local jurisdictions and the federal government. State government intervention may be justified for a variety of reasons, including:
  - Local government elected officials are not able to operate and provide direction to their local government agencies.
  - The local emergency management system is damaged or impaired and is not sufficiently functioning.
  - The local government's Continuity of Government (COG) plan is substantially disrupted or halted due to the overwhelming consequences of a catastrophic emergency.
- **Private Sector:** In addition to public sector continuity planning, the private sector should develop similar plans to ensure California businesses and economic institutions continue to function following an emergency.

Additional CalEMA Continuity of Operations (COOP) / Continuity of Government (COG) Guidance can be found on the CalEMA website.



## 13. California Emergency Functions

This plan establishes the California Emergency Functions (CA-EFs), which consist of seventeen primary activities deemed essential to addressing the emergency management needs of communities in all phases of emergency management. The California Emergency Functions were designed to bring together discipline-specific stakeholders at all levels of government to collaborate and function within the four phases of emergency management. At the state level, the California EFs consist of an alliance of state agencies, departments and other stakeholders with similar functional responsibilities. This grouping will allow each CA-EF to collaboratively mitigate, prepare for, cohesively respond to and effectively recover from an emergency.

Local governments and Operational Areas (OAs) are not required to implement the CA-EF concept unless they choose to do so. Instead, they should organize consistent with local resources and established SEMS regulations and guidelines.

### 13.1. EMERGENCY FUNCTION LEAD AGENCY AND DESCRIPTIONS

Each California Emergency Function represents an alliance of stakeholders who possess common interests and share a level of responsibility for emergency management. The CA-EFs bring together state agencies, departments and others to collaboratively prepare for, cohesively respond to and effectively recover from an emergency.

A single state agency is assigned to lead each CA-EF based on its authorities, resources and capabilities. Each CA-EF member agency is responsible to assist in coordinating the state's response to emergencies, including provision of mutual aid and the allocation of essential supplies and resources.

**Exhibit 13-1 – California Emergency Functions**, lists and defines each California Emergency Function, identifies the lead state agency and the federal Emergency Support Functions (ESFs) with the closest similarities.



**Exhibit 13-1 – California Emergency Functions**

<b>CA-EF Title</b>	<b>Definition</b>	<b>Lead Agency</b>	<b>Federal ESF</b>
Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	Business, Transportation and Housing Agency	ESF #1 – Transportation
Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data. Lead will transfer to the Office of the Chief Information Officer on May 1, 2009, upon implementation of the Governor's Reorganization Plan.	State and Consumer Services Agency or Office of Chief Information Officer	ESF #2 - Communications
Construction and Engineering	Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	State and Consumer Services Agency	ESF #3 – Public Works and Engineering
Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	California Emergency Management Agency	ESF #4 – Firefighting
Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Emergency Management Agency	ESF #5 – Emergency Management
Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	State and Consumer Services Agency	ESF #7 – Logistics Management and Resource Support
Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Health and Human Services Agency	ESF #8 – Public Health and Medical Services



# Emergency Plan

CA-EF Title	Definition	Lead Agency	Federal ESF
Search and Rescue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. CalEMA Law Enforcement supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. CalEMA Fire and Rescue supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	California Emergency Management Agency	ESF #9 – Search and Rescue
Hazardous Materials	Coordinates state resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
Utilities	Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	Resources Agency	ESF #12 – Energy
Law Enforcement	Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Emergency Management Agency	ESF #13 – Public Safety and Security
Long-Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	SCSA and BTHA	ESF #14 – Long-Term Community Recovery
Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	California Emergency Management Agency	ESF #15 – External Affairs
Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Business, Transportation and Housing Agency	N/A



CA-EF Title	Definition	Lead Agency	Federal ESF
Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.	California Volunteers	N/A

Similarities between the California Emergency Functions and the federal Emergency Support Functions (ESFs) exist. Emergency Support Functions (ESFs) have been developed and organized for the purpose of providing federally-controlled resources to state and federal agencies during the response and recovery phases of a disaster. While similar to the federal ESFs, the California Emergency Functions are established to augment state operations during all four phases of emergency management.

## 13.2. EMERGENCY FUNCTION DEVELOPMENT

Development of the EFs requires a coordinated approach between all members. The lead state agency, with support from CalEMA, brings together supporting state agencies, departments and stakeholders from the public and private sector to develop and maintain a functional annex to the State Emergency Plan. The functional annex contains the concept of operations with policies, protocols and procedures for each EF.

To develop the Functional Annex each EF will develop a working group with five primary objectives:

1. Identify and engage stakeholders in the CA-EF.
2. Identify capabilities and resources of each member to create and maintain resource directories.
3. Develop and maintain a functional annex to the State of California Emergency Plan.
4. Respond with, train and exercise the plans and procedures described in the functional annex.
5. Develop after action reports and implement the appropriate corrective actions.

## 13.3. EMERGENCY MANAGEMENT ACTIVITIES

The California Emergency Functions were designed to bring together discipline-specific stakeholders at all levels of government to collaborate and function within the four phases of emergency management.

### **Mitigation**

- Identify stakeholders and engage them in the development and maintenance of the CA-EF.



- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of the CA-EF.
- Collaborate to pool CA-EF resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities.
- Support the State Hazard Mitigation Plan.

## **Preparedness**

- Utilizing the CalEMA designed template, develop an EF Functional Annex to the State Emergency Plan containing a charter, concept of operations, plans, supporting agreements.
- Establish decision-making and communication processes for the CA-EF.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the CA-EF stakeholders.
- Plan for short-term and long-term emergency management and recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the California Emergency Function Annex and California Emergency Function exercise process.
- Conduct regular CA-EF meetings and training events.
- Support coordination for incident prioritization, critical resource allocation, integrate communications systems and information coordination.

## **Response**

- Coordinate CA-EF support when activated during a response.
- Provide subject matter experts to support emergency response activities as provided by statutory authority at the appropriate level (Field, Local, Operational Area, REOC, or SOC), as requested by the Governor or CalEMA and as outlined in the CA-EF Annex.
- Request participation from support agencies.
- Coordinate contracts and procure goods and services as needed.
- Develop AAR and take corrective action.

## **Recovery**

- Support recovery activities with roles and responsibilities of Emergency Functions members.
- Work with other CA-EF to organize rapid needs assessment teams to prevent duplication of efforts.
- Support efficient activation and sufficient staffing of LACs with EF members.



## 13.4. EMERGENCY FUNCTIONS DURING EOC ACTIVATION

The CA-EFs are a source for discipline-specific and subject matter expertise that can be utilized during an emergency response at any level of SEMS. When a CA-EF is employed during EOC activation, it provides the greatest possible access to stakeholder resources and capabilities regardless of which organization has those resources.

- **Designated Representative:** Prior to an emergency the California Emergency Function Working Group should designate a representative, and alternates, that can be called upon to support the SOC or REOCs when activated. CA-EF representatives are identified on the basis of subject matter expertise regarding specific disciplines, authorities and resources, and will have access to the resources and capabilities of the CA-EF.
- **Expertise, Resources and Capabilities:** The CA-EF representatives can be tapped to provide discipline-specific subject matter expertise as necessary for all activities within the EOC organization. Some of the typical activities of a CA-EF representative would provide among many:
  - Recommendations on the appropriate use of resources
  - Expertise regarding the procedures, processes and methods for obtaining resources
  - Agency-specific aspects relating to resource acquisition
  - Representation to established MAC Groups
  - Acquire, maintain and process discipline-specific intelligence and information
  - Guidance on processing of resources to EOC management functions
  - Coordination with CA-EFs within other EOC levels
- **CA-EF Notification and Mobilization:** Upon activation of the SOC or REOC, each functional coordinator assesses the need for one or more CA-EFs to support their emergency response and recovery activities. Each CA-EF mobilizes according to its functional annex. When planning for mobilization each working group should consider space requirements. The CA-EF is typically assigned to the Operations Section. During full EOC activation, space usage will be at a premium, so alternate mobilization plans are recommended.
- **CA-EF Initial Response Actions:** The items listed below constitute the initial response actions to be taken by each activated CA-EF:
  - Establish formal activation time and initial staffing pattern for representation in the EOC.
  - Activate communications plans and establish and maintain communications between state agency DOC, the SOC and REOC.
  - Based on the governance structure documented in CA-EF Annex, notify and activate support state agencies as required for the threat or emergency.
  - Begin to immediately acquire intelligence concerning the CA-EF relationship with the emergency.





- Deploy staff to appropriate levels of the California emergency management organization (as determined by statutory authority and response roles and in coordination with the SOC and REOC) and provide technical assistance as needed.
- **Coordination with Federal Emergency Support Functions:** The federal government organizes much of its resources and capabilities under 15 Emergency Support Functions (ESFs) as described in the National Response Framework (NRF). When the federal government deploys its ESF to assist in an emergency, it provides the greatest possible access to federal department and agency resources regardless of which organization has those resources. ESF coordinators and primary agencies are identified on the basis of authorities and resources. Support agencies are assigned based on the availability of resources in a given functional area. Each ESF aligns categories of resources and provides strategic objectives for their use. The ESF will utilize standardized resource management concepts such as typing, inventorying and tracking to facilitate the dispatch, deployment and recovery of resources before, during and after an incident.

The state agency roles and responsibilities are organized according the CA-EF and displayed on *Exhibit 13-2 – State Agency Responsibilities Matrix*.



## Exhibit 13-2 – State Agency Responsibilities Matrix

This matrix below summarizes state agency and department roles as either Primary or Support in relation to each of the California Emergency Functions (CA-EF).

**L**= Lead    **L\***= Co-Lead    **L\*\***= See Footnote Below Chart    **S**= Support

AGENCIES AND DEPARTMENTS	CALIFORNIA EMERGENCY FUNCTIONS																
	Transportation	Communications	Const. & Engineering	Fire And Rescue	Management	Care & Shelter	Resources	Pub. Health & Medical	Search & Rescue	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Vol. & Donations Mgt.
Business, Transportation and Housing Agency	L	S	S		S	S	S	S	S	S		S	S	L*	S	L	S
California Highway Patrol	S		S		S		S	S		S			S		S	S	S
Department of Corporations					S		S						S		S		
Department of Financial Institutions					S		S							S	S		
Department of Housing and Community Development			S		S	S	S		S					S	S		S
Department of Managed Health Care					S		S	S							S		
Department of Motor Vehicles	S				S		S								S		
Department of Real Estate					S	S	S							S	S		
Department of Transportation	S	S	S		S	S	S			S		S	S		S	S	
Housing Finance Agency			S		S		S								S		



# Emergency Plan

AGENCIES AND DEPARTMENTS	CALIFORNIA EMERGENCY FUNCTIONS																
	Transportation	Communications	Const. & Engineering	Fire And Rescue	Management	Care & Shelter	Resources	Pub. Health & Medical	Search & Rescue	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Vol. & Donations Mgt.
Office of Real Estate Appraisers			S		S		S								S		
Department of Corrections and Rehabilitation			S	S	S	S	S	S	S	S	S		S		S		
Adult Operations Division			S	S	S	S	S	S		S			S		S		
Board of Parole Hearings					S		S								S		
Corrections Standards Authority					S		S						S		S		
Juvenile Justice Division			S	S	S	S	S	S		S			S		S		
Prison Industry Authority					S		S						S		S		
Department of Education					S	S	S								S		
Department of Finance					S	S	S							S	S		
Department of Food and Agriculture					S	S	S	S		S	L			S	S	S	S
Department of Insurance			S		S	S	S						S	S	S		
Department of Justice					S		S			S			S		S		
Department of Personnel Administration					S		S								S		
Department of Veterans Affairs					S	S	S	S						S	S		
Environmental Protection Agency		S	S	S	S	S	S	S		L	S	S	S		S		



# Emergency Plan

AGENCIES AND DEPARTMENTS	CALIFORNIA EMERGENCY FUNCTIONS																
	Transportation	Communications	Const. & Engineering	Fire And Rescue	Management	Care & Shelter	Resources	Pub. Health & Medical	Search & Rescue	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Vol. & Donations Mgt.
Air Resources Board					S		S	S		S					S		
Integrated Waste Management Board			S		S		S	S		S					S		
Department of Pesticide Regulation					S	S	S	S		S	S				S		
Department of Toxic Substances Control			S	S	S		S	S		S			S		S		
Office of Environmental Health Hazard Assessment					S		S	S		S					S		
Water Resources Control Board		S	S		S		S	S		S		S	S		S		
Fair Political Practices Commission					S		S								S		
Health and Human Services Agency		S	S	S	S	L	S	L		S	S	S	S	S	S	S	S
Department of Aging					S	S	S	S							S	S	
Department of Alcohol and Drug Programs					S	S	S	S							S		
Department of Community Services and Development					S	S	S							S	S		S
Department of Developmental Services				S	S	S	S	S					S		S	S	



# Emergency Plan

AGENCIES AND DEPARTMENTS	CALIFORNIA EMERGENCY FUNCTIONS																
	Transportation	Communications	Const. & Engineering	Fire And Rescue	Management	Care & Shelter	Resources	Pub. Health & Medical	Search & Rescue	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Vol. & Donations Mgt.
Department of Health Care Services		S			S	S	S	S		S	S	S			S	S	
Department of Mental Health					S	S	S	S							S		S
Department of Public Health		S			S	S	S	S		S	S	S			S	S	
Department of Rehabilitation					S	S	S								S	S	
Department of Social Services					S	S	S	S						S	S	S	S
Emergency Medical Services Authority	S			S	S	S	S	S		S					S	S	S
Managed Risk Medical Insurance Board					S		S	S							S		
Office of Statewide Health Planning and Development			S		S		S	S							S		
Labor and Workforce Development Agency	S	S	S		S		S	S		S		S		S	S		
Agricultural Labor Relations Board					S		S								S		
Department of Industrial Relations	S	S	S		S		S	S		S		S			S		
Employment Development Department					S		S							S	S		
Lottery Commission					S		S								S		
California National Guard	S	S	S	S	S	S	S	S	S	S			S			S	





# Emergency Plan

AGENCIES AND DEPARTMENTS	CALIFORNIA EMERGENCY FUNCTIONS																
	Transportation	Communications	Const. & Engineering	Fire And Rescue	Management	Care & Shelter	Resources	Pub. Health & Medical	Search & Rescue	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Vol. & Donations Mgt.
Office of Administrative Law					S		S								S		
California Emergency Management Agency	S	S	S	L	L	S	S	S	L	S	S	S	L	S	L	S	S
Office of Planning and Research			S	S	S	S	S			S					S		S
Office of the Inspector General					S		S						S		S		
Office of the Chief Information Officer		L**			S		S					S		S			
Public Utilities Commission	S	S			S		S					S			S		
Natural Resources Agency	S	S	S	S	S	S	S	S		S	S	L	S	S	S	S	
California Coastal Commission	S		S		S		S			S					S		
California Conservation Corps	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S
California Energy Commission		S			S		S			S		S			S		
State Lands Commission	S	S	S		S		S			S		S			S		
Department of Boating and Waterways	S		S		S		S						S		S		
Department of Conservation		S	S		S		S			S		S			S		
Department of Fish and Game	S		S	S	S		S		S	S			S		S	S	S



# Emergency Plan

AGENCIES AND DEPARTMENTS	CALIFORNIA EMERGENCY FUNCTIONS																
	Transportation	Communications	Const. & Engineering	Fire And Rescue	Management	Care & Shelter	Resources	Pub. Health & Medical	Search & Rescue	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Vol. & Donations Mgt.
Department of Forestry and Fire Protection		S	S	S	S	S	S	S		S		S	S	S	S		S
Department of Parks and Recreation (California State Parks)		S	S	S	S	S	S		S	S		S	S		S		S
Department of Water Resources	S	S	S		S		S					S	S		S		
San Francisco Bay Conservation and Development Commission			S		S		S			S					S		
California Volunteers					S		S								S		L
State and Consumer Services Agency	S	L**	L		S	S	L			S		S	S	L*	S	S	
Department of Consumer Affairs					S		S								S		
Department of Technology Services		S			S		S					S			S		
Franchise Tax Board					S	S	S						S	S	S		
Department of General Services	S	S	S		S	S	S	S		S		S			S		
Office of Information Security		S			S		S								S		
State Personnel Board					S		S								S		
Seismic Safety Commission			S		S	S						S		S			



AGENCIES AND DEPARTMENTS	CALIFORNIA EMERGENCY FUNCTIONS																
	Transportation	Communications	Const. & Engineering	Fire And Rescue	Management	Care & Shelter	Resources	Pub. Health & Medical	Search & Rescue	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Vol. & Donations Mgt.
State Board of Equalization					S	S	S								S		
Board of Governors, Community Colleges					S	S	S	S		S					S	S	
Judicial Branch of the State Government					S										S		
Trustees of State Universities					S		S										
University System				S	S								S				

**L\*\*:** Under the Governor's Reorganization Plan, the Office of the Chief Information Officer (OCIO) will be expanded to integrate four existing information technology (IT) functions to better manage equipment, personnel and purchasing while optimizing the use of technology. These include (1) OCIO, (2) Office of Information Security and Privacy Protection (OISPP), (3) Department of Technology Services (DTS) and (4) the Department of General Services, Telecommunications Division. The reorganization is expected to be implemented on May 10, 2009.



## 14. State Roles and Responsibilities

During time of emergency the Governor may call upon the services, resources and capabilities of over 125 state agencies, departments, offices, boards, commissions, councils and authorities.

Below are the key agencies and departments that have primary or support roles in an emergency. State agencies not specifically listed in the plan may be called upon to carry out assigned activities necessary to mitigate the effects of an emergency in accordance with the California Emergency Services Act (ESA).

### 14.1. BUSINESS TRANSPORTATION AND HOUSING AGENCY

The Business Transportation and Housing Agency (BTHA) consists of 13 departments and economic development programs and commissions. During an emergency, the agency can call upon its personnel and resources to address issues related to transportation, public safety, affordable housing, trade, financial services and managed health care. Below are the departments with primary or support roles in this plan.

**California Emergency Functions:** The Business, Transportation and Housing Agency serves as the lead agency for coordinating emergency activities related to **transportation** and **evacuation**. BTHA and the State and Consumer Services Agency (SCSA) are co-lead for **long term recovery** operations. The agency may assign primary and support roles to those departments within the agency that have the authorities, capabilities and resources necessary to meet emergency needs.

#### 14.1.1. CALIFORNIA HIGHWAY PATROL (CHP)

- **Care and Shelter:** Provides communications and transportation (as needed) to CalEMA. Can provide limited mass care facilities.
- **Evacuation:** Provides patient movement and evacuation, including aero medical evacuation in coordination with the Emergency Medical Services Authority (EMSA).
- **Hazardous Materials:** Has incident management responsibility related to hazardous materials or explosive devices with state-owned or state-leased facilities. Provides support for any hazardous materials incident occurring on the state's freeways, state-owned bridges and highways in unincorporated areas and assists with hazardous materials incidents occurring within cities upon request.
- **Law Enforcement:** Assists state agencies with employee and facility protection. May provide security and access control. Coordinates with federal security agencies for the transportation of federally provided pharmaceuticals and medical supplies within or through



the state. Provides transit and on-site security for other deployed state medical assets, including public health and medical personnel in the field and mobile field hospitals. Provides physical security of constitutional officers and legislators of the state. Available to assist in providing security at shelter facilities. Provides information to state agencies related to terrorism. Helps local jurisdictions maintain law and order, implements emergency traffic regulation and control procedures, helps local law enforcement agencies establish evacuation routes and assists with the evacuation process as needed, establishes highway safety regulations and provides security for the SOC and other state facilities.

- **Public Health and Medical:** Tracks radiological materials incident data. Develops radiological protection plans and procedures. Assists in the establishment and management of medical operations at disaster support areas after the occurrence of a disaster, casualty evacuation from hospitals and casualty collection points, medical supply acquisition and distribution and provides personnel and equipment to collect and transport the dead.
- **Transportation:** Secures routes, regulates traffic flow and enforces safety standards for evacuation and re-entry into evacuated area. Coordinates interstate highway movement on regulated routes with adjoining states. Establishes highway safety regulations consistent with location, type and extent of emergency conditions. Supports the Department of Transportation (Caltrans) with traffic route re-establishment and continues emergency traffic regulation and control procedures as required.

#### 14.1.2. CALIFORNIA DEPARTMENT OF CORPORATIONS (DOC)

- **Law Enforcement:** Supports law enforcement with peace officers.

#### 14.1.3. DEPARTMENT OF FINANCIAL INSTITUTIONS (DFI)

- **Long Term Recovery:** Offers services to financial institutions impacted by the emergency. Provides information to the public regarding the safety and soundness of the financial institutions affected by the emergency.

#### 14.1.4. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

- **Care and Shelter:** HCD provides lists of the state owned Office of Migrant Services facilities available for emergency short term housing and local housing and community-based organizations that can provide additional housing facilities and outreach. Can provide policy and program guidance on housing issues and housing financing options and act as liaison to local housing authorities and community based housing organizations. Provides lists of departmental facilities available for emergency short and long-term housing and community-based organizations that can provide outreach.





- **Construction and Engineering:** HCD assigns staff to provide inspection of housing facilities for safety. Assists with the reconstruction of manufactured housing facilities and assistance with housing applications. Identifies necessary changes in building codes to mitigate the effects of disasters. HCD performs these activities in areas of the state where inspections are under HCD jurisdiction, or at the request of local emergency officials in areas where HCD is not the enforcement agency.
- **Long Term Recovery:** HCD helps coordinate and fund sites and facilities for temporary emergency housing. Oversee and employ expedited procedures for the discharge of program funds to meet emergency conditions in low-income communities through mandated programs. HCD will allocate and expedite emergency funding made available to through federal housing and community development programs.
- **Management:** HCD leads the State Housing Organization during a war emergency, serves as part of the Resources Priorities Board and issues statewide policies and assistance on the use and management of existing housing.
- **Resources:** All state agencies will support the California Resources Emergency Function and will provide, where appropriate, facilities, services, personnel, equipment and material for all phases of emergency management.
- **Volunteer and Donations Management:** HCD will provide information lists related to community-based organizations that can provide outreach and safety-net services.

## 14.1.5. DEPARTMENT OF MANAGED HEALTH CARE (DMHC)

- **Public Health and Medical:** Participates in emergency preparedness activities and provides information on Health Maintenance Organization (HMO) capabilities for essential medical services. Provides licensed medical personnel as requested by CalEMA. Participates in mitigation activities to improve survivability of health care systems in the event of emergencies.

## 14.1.6. CALIFORNIA DEPARTMENT OF MOTOR VEHICLES (DMV)

- **Resources:** Works with state agencies to develop procedures for issuing identification to registered disaster service workers. Assists with vehicle identification and emergency licensing.

## 14.1.7. DEPARTMENT OF REAL ESTATE (DRE)

- **Care and Shelter:** Works with the Department of Housing and Community Development (HCD) on temporary housing issues.



- **Long Term Recovery:** Assists in economic stabilization. Provides temporary housing information and locations. Issues and implements state policies and guidelines for rent and real estate price stabilization and consults about time-phased resumption of economic stabilization controls by the federal government.

## 14.1.8. CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

- **Care and Shelter:** Classifies state property for possible temporary emergency housing sites.
- **Construction and Engineering:** Helps the Department of General Services (DGS) contact construction material manufacturers, wholesalers and general contractors having construction-related equipment for use in emergency operations. Provides engineering expertise and other technical assistance and service to support local public works agencies, CalEMA and other state and local government agencies. Provides engineering expertise, access to utilities within structures and facilities in state right of way.
- **Fire and Rescue:** Provides mechanics in support of fire engines. Supports the fire-fighting efforts, either directly in the field through work-like lane closure support, or through mission tasking from CalEMA to move emergency supplies.
- **Hazardous Materials:** Identifies and contains radiological substances, operates the state's radiological monitoring and reporting system, restores contaminated highways and other transportation facilities under departmental jurisdiction and responds to a nuclear power incident.
- **Transportation:** Provides assessments of transportation infrastructure and traffic conditions. Assesses damage to highway system and establishes route priorities during recovery efforts. Operates as liaison with the Federal Highway Administration regarding the status of the state highway system. Provides transportation policies and guidance as needed. Coordinates state agency plans, procedures and preparations for route recovery, traffic regulation and air transportation. Develops routing and directions for the movement of incident victims out of an impacted area and the delivery of necessary personnel and medical supplies to local medical facilities and shelters. Prepares road information and displays. Helps the California Highway Patrol (CHP) and local traffic agencies regulate and provide signage and staff for roadblocks.

## 14.1.9. CALIFORNIA HOUSING AND FINANCE AGENCY (CALHFA)

- **Construction and Engineering:** Provides building inspectors during damage assessment period.



## 14.1.10. OFFICE OF REAL ESTATE APPRAISERS (OREA)

- **Construction and Engineering:** Provides licensed appraisers.

## 14.2. CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

- **Care and Shelter:** Provides medical personnel, technicians supplies, equipment, pharmaceuticals and facilities (where appropriate) for care. Provides water, food products, food service equipment and livestock supplies and feed.
- **Construction and Engineering:** Makes crews available to assist with community clean up and reconstruction activities.
- **Fire and Rescue:** Provides personnel for fire suppression.
- **Hazardous Materials:** Provides hazardous waste and blood borne waste clean-up specialists and inmate crews to assist with historical site preservation.
- **Law Enforcement:** Provides food services, medical care and supplies, clothing, jail/detention facilities and housing (subject to facility). Provides prison facilities, various types of firearms and gear and authorized peace officers for crowd and riot control assistance trained hostage negotiation, tactical Special Weapons and Tactics (SWAT) resources and criminal investigations.
- **Public Information:** Provides public information staff.
- **Resources:** Supplies peace officers, interpreters, crisis counselors and clergy of various faiths, manufacturing equipment, winches, chain saws and heavy equipment, tools including hydraulic, pneumatic and hand tools, generators, toilets, refrigeration units, fans and lighting, pumps and portable power units, radios and satellite dishes, procurement personnel, instructors (academic, educational, vocational) and communications personnel, photographers, videographers/editors and related equipment, Information Technology (IT) staff including programmers and software specialists, skilled account clerks, accounting officers, auditors and financial officers, administrative personnel, computers and other business machines and office supplies.
- **Search and Rescue:** Can assist in search and rescue operations.



## 14.2.1. ADULT OPERATIONS DIVISION (DAI)

- **Construction and Engineering:** Provides inmate crews to assist with seawall reconstruction, seismic retrofit activities, vegetation abatement, debris clearing, historical site preservation and structural reconstruction.

## 14.2.2. BOARD OF PAROLE HEARINGS (BPH)

- **Law Enforcement:** Provides peace officer personnel to support law enforcement.

## 14.2.3. CORRECTIONS STANDARDS AUTHORITY (CSA)

- **Law Enforcement:** Trains staff to provide assistance related to law enforcement and probation issues. Takes part in post-disaster assessment to review program development. Creates programs for law enforcement emergency management utilizing lessons learned from after action reports.

## 14.2.4. JUVENILE JUSTICE DIVISION (DJJ)

- **Construction and Engineering:** Provides crews to assist in mitigation activities to public facilities.
- **Law Enforcement:** Provides peace officers and personnel, tracks parolees, assists traffic control and provides facilities, communication systems, fuel, equipment, firearms and munitions.
- **Search and Rescue:** Can assist with search and rescue operations.

## 14.2.5. PRISON INDUSTRY AUTHORITY (PIA)

- **Resources:** Makes available farm equipment, fabrication manufacturing equipment, air compressors, generators and other miscellaneous equipment used in industrial processes, food products, janitorial supplies and furniture, packing materials and sandbags, facilities for laundering and warehousing purposes, signs and emergency placards, food service equipment, clothing, eyewear and dental prosthetics and personnel skilled in various industrial trades.



### 14.3. CALIFORNIA DEPARTMENT OF EDUCATION (CDE)

- **Care and Shelter:** Promotes the use of school property for public agencies during disasters. Coordinates food via the United States Department of Agriculture (USDA) donations.
- **Long Term Recovery:** Supports retraining programs to resume essential enterprises.
- **Public Health and Medical:** Supports emergency medical services, when necessary.
- **Public Information:** Distribute educational materials on natural and technological hazards and emergency preparedness. Incorporate information into statewide curriculum that will help students understand and cope with emergencies. Help the CalEMA Emergency Public Information Office prepare and disseminate public information, instructions and advice. Provide public information support as required to assist in recovery operations.

### 14.4. CALIFORNIA DEPARTMENT OF FINANCE (DOF)

- **Long Term Recovery:** Allocates funds through CalEMA for local agencies to repair, restore, or replace public real property damaged or destroyed. Develops criteria for state agency recovery of non-federally reimbursed costs of emergency activities and develop streamlined approval processes. During a war emergency, directs the State Economic Stabilization Organization and serves as a member of the Resources Priorities Board and establishes State economic stabilization programs in conformity with state and federal law. Ensures non-federal reimbursement process is expedited during an emergency. Has oversight for state financial transactions. Institutes state economic stabilization programs and consults with local, state and federal officials about time-phased resumption of economic stabilization controls by the federal government.
- **Resources:** With the consent of the Governor, allocates resources, assigns funds through CalEMA or other appropriate agency for state agencies for emergency-related activities and evaluates and approves, if appropriate, agency emergency expenditures.

### 14.5. CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

**California Emergency Functions:** The California Department of Food and Agriculture (CDFA) serves as the lead department for coordinating emergency activities related to **food and agriculture**. The department may assign primary and support roles to those units within the department that have the authorities, capabilities and resources necessary to meet emergency needs. The CDFA supports the following emergency functions:

- **Care and Shelter:** Coordinates with private sector organizations dedicated to providing food, water, shelter and care to animals/livestock. Provides information for human mass care shelters that are currently fairgrounds. Provides food supply lists, emergency food assistance





programs, oversees the California Animal Response in Emergency System (CARES) Program and provides food, water, shelter and care to animals/livestock. Coordinates food re-supply during an emergency.

- **Evacuation:** Coordinates with organizations that provide transportation resources and animal care personnel for affected animals/livestock.
- **Food and Agriculture:** Leads efforts to support the continuance, safety and security of production agriculture. Coordinates the integrated federal, state and local preparedness for, response to, recovery from and mitigation of animal and plant diseases and pests, overseeing the control and eradication of outbreaks of highly contagious or economically devastating livestock diseases or outbreaks of harmful or economically significant plant pests and diseases. Supports the continued movement of production agriculture commodities, when local government resources are exhausted, by coordinating with the Transportation California Emergency Function to facilitate critical movement. Executes routine dairy food safety inspections and other services to ensure the safety of dairy food products that enter commerce. Provides for recovery of impacted food and agriculture industries and resources after disasters by evaluating and reporting agricultural sector damage and resultant economic losses to the Governor's Office and CalEMA.
- **Long Term Recovery:** Evaluates and reports agricultural sector damage and resultant economic losses to the Governor's Office and CalEMA.
- **Public Health and Medical:** Provides information relative to outbreaks of livestock diseases that may have an impact on human health and coordinates with the California Integrated Waste Management Board (CIWMB) and rendering companies to support disposal of animal carcasses. Provides information on the available storage sites and staging areas for animal food and medical supplies and animal care personnel. Leads the administration of programs to detect, control and eradicate diseases, insects and vertebrate pests affecting plants and animals, protect human and animal food from contamination and assists local agricultural agencies and animal shelters with efforts to provide food, water, shelter and veterinary care to affected animals. Supports disposal of animal carcasses and manages the State Food Organization and provide for re-supply of food items.
- **Resources:** Provides information on appropriate, available fairgrounds that may be activated as human and/or animal mass care shelters, mobilization centers, storage sites and/or staging areas for emergency response supplies, equipment and personnel.

## 14.6. CALIFORNIA DEPARTMENT OF INSURANCE (CDI)

- **Law Enforcement:** Provides Criminal Investigators (peace officers) to assist law enforcement and support agencies in traffic activities. Provides information regarding fraudulent insurance claims practices.



- **Long Term Recovery:** Coordinates with CalEMA and insurance companies for the deployment of Insurance Disaster Assessment Teams (IDAT). Ensures certain personnel are effectively trained to complete the department's emergency activities regarding insurance coverage, the insurance claims process and the Federal Disaster Relief and Emergency Assistance Program. Maintains trained staff in the analysis of specified insurance policies and other emergency activities. Provides assistance and guidance to local governmental agencies and the public to facilitate both retrofit activities and the acquisition of earthquake retrofit grants and loans to low and moderate income households. Provides personnel for a variety of insurance issues, assistance in filing a claim and contact information to the public impacted by emergencies and disasters. Provides post-disaster statistical insurance information compiled by the statistical analysis bureau. Provides technical expertise on insurance programs.
- **Public Information:** In coordination with CalEMA, develop and release information about the emergency or disaster as it pertains to insurance issues to the news media, personnel involved in the operation, the legislature, public officials, other appropriate agencies and organizations and residents impacted by the emergency.

## 14.7. DEPARTMENT OF JUSTICE (DOJ)

- **Law Enforcement – Local:** Assists local agencies in the identification of deceased, injured, or missing persons.
- **Law Enforcement – State:** Counsels the Governor, CalEMA and other state agencies on legal matters, assists CalEMA with communications activities and offers intelligence information and legal advice to authorized state officers and employees. Provides staff and communications to law enforcement mutual aid operations, collects and analyzes criminal intelligence information and collaborates in locating terrorists and their weapons.
- **Law Enforcement – Federal:** Provides legal guidance and state intelligence assistance related to criminal activities and acts as liaison to the Federal Bureau of Investigation.
- **Law Enforcement – Terrorism:** Collaborates and assesses the information on threats made by terrorists who may have weapons of mass destruction, additionally assists in gathering information to support litigation of a hazardous materials incident. Collaborates with other agencies to collect and analyze the information on threats made by terrorists who may have weapons of mass destruction.
- **Resources:** Provides legal counsel for the emergency to Resources Priorities Board and Emergency Resources Management Organization.



## 14.8. DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)

- **Resources:** Can provide advice on the use of civil service classifications in an emergency and assists in filling critical positions throughout an emergency. Provides counsel related to civil service classifications, helps with the establishment of duty statements for disaster assistance and provides support to coordinate the emergency assignments of state personnel. Provide, in consultation with the State Personnel Board (SPB), procedures and special procedures to acquire personnel to support CalEMA.

## 14.9. CALIFORNIA DEPARTMENT OF VETERANS' AFFAIRS (CDVA)

- **Care and Shelter:** Has mass care facilities. Provides food and shelter to victims at departmental facilities.
- **Long Term Recovery:** Provides staff and financial assistance to Cal-Vet loan holders who are disaster victims and in need of Cal-Vet assistance at the recovery/assistance centers.
- **Public Health and Medical:** Can provide limited medical staffing and facilities. Receives and cares for casualties at department hospitals.

## 14.10. CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY (CAL/EPA)

**California Emergency Functions:** The California Environmental Protection Agency (CalEPA) serves as the lead agency for coordinating emergency activities related hazardous materials. The agency may assign primary and support roles to those departments within the agency that have the authorities, capabilities and resources necessary to meet emergency needs.

- **Hazardous Materials:** Maintains contact lists and oversees the unified hazardous waste and hazardous materials management regulatory program administered by Certified Unified Program Agencies (CUPA).
- **Management:** Serves as the first point of contact for California Environmental Protection Agency's (Cal/EPA) programs in the event of an emergency, advises if an emergency action will create or aggravate threats to human health and the environment and provide environmental justice leadership.
- **Public Health and Medical:** Ensures that consistent, effective and coordinated compliance and enforcement actions to protect public health and the environment are taken. Assesses the effectiveness of statutes, regulations and programs, including emergency response programs, designed to protect children from environmental hazards through the work of Children's Environmental Health Center. Provide fact sheets, notices and other materials as necessary to advise and support members of the public returning to impacted areas.



- **Public Information:** Provides public information assistance through the External Affairs Office. Provide fact sheets, notices and other materials as necessary to advise and support members of the public returning to impacted areas.

## 14.10.1. AIR RESOURCES BOARD (ARB)

- **Public Health and Medical:** Identifies medical consequences of air pollution incidents. Monitors air quality and issues bulletins related to public safety.
- **Public Information:** Monitors air quality and issues bulletins related to public safety.
- **Resources:** Provides current and previous ambient air quality and meteorological data and coordinates air pollution emergency planning with various agencies. Provides technical resources to address air issues, examine air contaminants and identify consequences of air incident. Supplies portable air monitoring stations, air pollution specialists and meteorologists.

## 14.10.2. CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD (CIWMB)

- **Construction and Engineering:** Provides technical assistance from registered professionals for structural and landslide inspections and waste management facilities.
- **Hazardous Materials:** Provides technical assistance for the collection and proper handling of household hazardous wastes or in the event of a biological disaster. Provides personnel and communicates with local governments, in coordination with CalEMA, regarding solid and household hazardous waste management.
- **Utilities:** Provides technical assistance and recommendations for repair of solid waste facilities. Maintains guidance for handling solid and household wastes during an emergency and maintains contact lists of hazardous waste generators, haulers/handlers and enforcement agencies. Coordinates Integrated Waste Management Disaster Response Plans with counties, cities, CalEMA and other public agencies. Performs inspections of waste management facilities and provides technical assistance with proper disposal of contaminated materials, conduct inspections of waste facilities and toxicology assessments.

## 14.10.3. CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION (DPR)

- **Hazardous Materials:** Conducts pesticide residue testing and monitoring on food sources and quarantines where illegal residue of pesticides exist (with law enforcement consent). Provides pesticide toxicological data for support and background information, toxicologists and medical personnel to perform risk and health assessments, pesticide specific information.



- **Public Health and Medical:** Analyzes impacted areas for safe return of displaced populations.
- **Public Information:** Supports public information and outreach concerning pesticide issues.

## 14.10.4. CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL (DTSC)

- **Construction and Engineering:** Provides technical engineering and geology expertise through registered professionals.
- **Fire and Rescue:** Provides technical assistance to fire response agencies and advisory information if source of fire produces hazardous plumes or run-off.
- **Hazardous Materials:** Provides technical expertise for hazardous material incidents. Provides contact information of local health agencies and hazardous materials teams and environmental toxicologists for technical issues and communication.
- **Law Enforcement:** Provides investigators with peace officer authority and provides staff to assist investigations involving hazardous materials releases or hazardous waste violations.
- **Public Health and Medical:** Provides contact information of local health agencies and hazardous materials (HAZMAT) teams. In coordination with the California Department of Public Health (CDPH), provide limited technical and/or contractor support for the assessment, containment and mitigation of radiological hazards and provide environmental toxicologists for technical issues and communication.
- **Resources:** Provides lists of health agencies, hazardous materials teams and qualified contractors to handle hazardous materials removal, transportation and disposal and technical resources and coordinate with law enforcement and local governments related to hazardous materials incidents, including assessment, containment, mitigation and removal.
- **Utilities:** Evaluates design and retrofit options for waste storage facilities.

## 14.10.5. OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT (OEHHA)

- **Hazardous Materials:** Assists in determining public health risk and provides health effects information following hazardous materials incident. Provides chemical lists known to cause specific health problems and personnel, such as toxicologists and epidemiologists and health effects information to incident command, local health agencies and health professionals following hazardous material releases. Develops and maintains library and other technical and reference resources of chemical, health, toxicology and other scientific information.





Provides technical resources, such as toxicologists and epidemiologists and assists in determining environmental risk/threats following hazardous materials incident. Provides health effects information to incident command, following hazardous material releases. Coordinates the provision of timely and accurate health effects information.

## 14.10.6. STATE WATER RESOURCES CONTROL BOARD

- **Hazardous Materials:** Provides lists of hazardous waste disposal sites, technical personnel and advice related to the consequences of a hazardous materials incident on water resources, conducts water sampling, monitoring, analyses and assessment activities and guidance on options concerning diversion, containment, treatment and temporary storage of hazardous waste. Provides environmental technical staff with expertise concerning the recovery measures taken after a hazardous material incident on water resources. Provides water information, sampling, water technology/equipment and advice to the public during an emergency and/or a hazardous materials incident related to water.
- **Law Enforcement:** Works with local governments and state agencies to investigate circumstances involving threats of impairment to water quality. Provides support for enforcement proceedings by local or state agencies and initiates enforcement for violations of the Water Code.
- **Management:** May issue administrative orders requiring investigation or cleanup and abatement to responsible parties or suspected responsible parties.
- **Public Health and Medical:** Provides technical environmental staff to evaluate potential impact to water quality from emergencies, assists the California Department of Public Health (CDPH) in advising water users of an emergency situation and provides critical information on water uses in areas that might be affected by hazardous releases.
- **Utilities:** Provides technical resources with expertise in the construction, operations and inspection of sewage treatment plants and underground storage tanks and the integrity of landfill slopes and surface impoundments. Provides immediate on-site technical support to assess possible effect of the incident on water quality. Maintains information on environmental water quality and water users. May address sewage collection, treatment and disposal.

## 14.11. FAIR POLITICAL PRACTICES COMMISSION (FPFC)

- **Resources:** Makes available legal counsel and assistance to the Governor, CalEMA and state agencies.



## 14.12. CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY (CHHSA)

The California Health and Human Services Agency (CHHSA) consists of 12 departments and one board. During an emergency, the agency can call upon its personnel and resources to address issues related to health care, social services, public assistance and rehabilitation.

**California Emergency Functions:** CHHSA serves as the lead agency for coordinating emergency activities related to **care and shelter** and **public health and medical services**. The agency may assign primary and support roles to those departments within the agency that have the authorities, capabilities and resources necessary to meet emergency needs.

### 14.12.1. CALIFORNIA DEPARTMENT OF AGING (CDA)

- **Care and Shelter:** Provides personnel to support senior issues and functionally impaired adults.
- **Evacuation:** Provides personnel to support senior issues and functionally impaired adults.

### 14.12.2. DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS (ADP)

- **Care and Shelter:** Coordinates with local programs to provide alcohol and drug services in care and shelter facilities. Provides personnel to participate in shelter assessment teams.
- **Long Term Recovery:** Assist California Department of Social Services (CDSS) to identify and locate new out-of-home placement facilities for those persons displaced by disaster who are undergoing substance abuse treatment.
- **Public Health and Medical:** Maintains vendor lists and procedures related to alcohol and drug service providers to be used during an emergency and assists with medical services by coordinating alcohol and drug program personnel, equipment and information.

### 14.12.3. DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT (CSD)

- **Care and Shelter:** Provides information lists related to community-based organizations that can provide outreach and safety-net services.
- **Long Term Recovery:** Administers and expedites the release of program funds to accommodate emergency conditions in low-income communities through the department's mandated programs when possible.



- **Volunteer and Donations Management:** Provide information lists related to community-based organizations that can provide outreach and safety-net services.

## 14.12.4. DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)

- **Care and Shelter:** Provides facilities for shelter, food preparation and medical equipment/supplies for individuals residing in state-operated facilities to the extent possible. Coordinates with regional centers to identify and respond to the needs of the developmental services community. Provides consultation and assistance in accessing shelter space for individuals with developmental disabilities.
- **Evacuation:** Maintains demographic and health information on individuals with developmental disabilities, provides limited medical staff and medical and other specialized/adaptive equipment and supplies for individuals residing in state-operated facilities. Coordinates with regional centers to identify, notify and respond to the needs of the developmental services community.
- **Fire and Rescue:** May provide limited fire-fighting personnel and equipment if requested through mutual aid.
- **Law Enforcement:** Provides limited peace officer staff and special investigators with peace officer status.
- **Public Health and Medical:** Provides demographic and health information on individuals with developmental disabilities throughout the state and assists local governments with evacuations. Provides medical and other specialized/adaptive equipment (including wheel chairs and gurneys) for individuals residing in state-operated facilities. Coordinates with regional centers to identify, notify and respond to the needs of the developmental services community.

## 14.12.5. DEPARTMENT OF HEALTH CARE SERVICES (DHCS)

- **Care and Shelter:** Provides information on bed availability of skilled nursing facilities in respective areas.
- **Public Health and Medical:** Ensure that Medi-Cal enrollees continue to receive medical care in the event of a disaster. Assess whether there is a need to modify or waive Medi-Cal eligibility requirements in the affected area. Facilitate payments to Medi-Cal providers and rural primary care clinics to ensure their continued ability to provide care.



## 14.12.6. CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)

- **Care and Shelter:** Coordinates with providers of care and shelter to address mental health issues and the provision of crisis counseling services for disaster victims and shelter workers. May contribute members to shelter evaluation team to determine adequacy of services.
- **Management:** Provides health information on disaster mental health status and operations.
- **Public Health and Medical:** Administers California's emergency mental health program, identifies and mobilizes available departmental resources to support response activities and supports county mental health in assessing mental health risks to victims and emergency personnel.

## 14.12.7. CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH)

- **Care and Shelter:** Ensures the safety of food, drugs, medical devices and other consumer products in the disaster area. Regulates bottled drinking water plants and distributors and drinking water haulers to ensure the safety of bottled or hauled water used as emergency supplies of drinking water. Provides support to local health departments for infectious disease surveillance and outbreak response and food safety and sanitation standards in shelters. Analyzes impacted areas for safe return of displaced populations.
- **Construction and Engineering:** Provides technical assistance with the construction, operation and inspection of public drinking water treatment facilities and assesses the extent of damage to public drinking water systems in disaster areas. In conjunction with the Office of Statewide Health Planning and Development (OSHPD), inspects healthcare facilities to determine their ability to provide patient care following an emergency.
- **Evacuation:** Supports local jurisdictions in safe evacuation of patients from healthcare facilities due to disaster. Provides assistance/coordination in identifying facilities needing evacuation, setting evacuation prioritizations and in facility re-population. Provides support for infant transport from neonatal intensive care units in coordination with the Emergency Medical Services Authority (EMSA). Provides assessments on radiation levels that require evacuation in a radiological incident.
- **Fire and Rescue:** Provides radiation safety services to responding fire and hazardous materials organizations for large radiological incidents. Provides assessment of health risks to both first responders and the public due to contaminants generated by fires and smoke.
- **Food and Agriculture:** Acts as technical resource on disease-carrying insects and animals and food safety in a disaster area. Provides laboratory and assessment services related to chemical, microbial and radiological contaminants. Identifies and assesses hazards to human health posed by pesticides used to combat agricultural pests.



- **Hazardous Materials:** Coordinates with appropriate agencies to investigate chemical exposures and determine appropriate protective actions. Coordinates emergency medical waste and shellfish protection programs with responsible state and local agencies. Augments local radiological monitoring and decontamination programs in the event of a nuclear power plant or other radiological disaster. Provides laboratory services related to food, drug, hazardous materials, drinking water contamination and testing of environmental samples.
- **Law Enforcement:** Provides guidance to law enforcement organizations on radiation safety. Works with fire and law to determine patient safety within licensed healthcare facilities.
- **Long Term Recovery:** Supports the restoration of healthcare facilities, drinking water systems and safe food supplies. Is the lead department for coordinating recovery activities due to radiological contamination.
- **Management:** Prepares messages to inform the public on appropriate actions to protect their health and safety. Maintains the California Health Alert Network (CAHAN) to notify appropriate response personnel of significant health/medical related events and/or the need to respond. Prepares public health and medical reports in concert with the Emergency Medical Services Authority and other CHHSA departments. Provides technical assistance related to public drinking water systems, communicable disease, hazardous materials, biohazards and radioactive materials and other public and environmental health concerns.
- **Public Health and Medical:** Administers and coordinates disaster-related public health programs and assesses hazards to the public's health. Provides statewide policies on environmental health. Coordinates with local health departments to conduct surveillance of infectious diseases in a disaster area and determines appropriate actions to be taken to prevent and control disease outbreaks. Implements pandemic influenza response plans in coordination with local health departments and other state agencies. Provides epidemiological and laboratory support through state and local public health and clinical laboratories, cooperating federal health and environmental laboratories. Collects and analyzes data and reports information for public health emergency planning and response. Assesses health, safety, emergency preparedness and response plans for healthcare facilities. Ensures the safety of drinking water supplies. Assesses potential health effects, recommends protective measures and drafts measures to protect public from chemical, biological, radiological and nuclear incidents. Obtains and provides medical supplies and pharmaceuticals following a disaster. Assesses health, safety, emergency preparedness and response plans for facilities that the department regulates. Licensing and Certification Program ensures quality of care and operational readiness to provide care, in coordination with OSHPD structural and operational facility evaluation.
- **Utilities:** Responsible for ensuring the safety of all public water supplies, evaluates public water systems to restore the provision of safe drinking water and drafts measures to protect public from radiation from nuclear power plants.





- **Volunteer and Donations Management:** Provides technical advice and assists with coordinating donated pharmaceuticals, vaccines and medical supplies.

## 14.12.8. CALIFORNIA DEPARTMENT OF REHABILITATION (DOR)

- **Care and Shelter:** May contribute personnel for evaluation teams to assess shelter sites for ability to incorporate special needs populations. May provide staff and available lists of additional personnel for sign language and translation services in other languages. Provides crucial materials in alternate format (Braille) and large print for people who are blind or visually impaired. May coordinate with other departments to provide information and referral services to persons with disabilities.
- **Evacuation:** Compiles and maintains lists of staff for sign language and fluency in other languages. Prepare crucial emergency materials in alternate format (Braille) and large print for people who are blind or visually impaired.
- **Long Term Recovery:** Assist CDSS and American Red Cross (ARC) shelters in identifying resources for relocation of people with disabilities.

## 14.12.9. CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS)

- **Care and Shelter:** Identifies state agency resources that may be available for support in care and shelter. Serves as the lead agency in coordinating resources needed to support mass care and shelter response and supports agencies in transitioning individuals from mass care to separate family living. Assists in the coordination of the reception of evacuees at sheltering locations, including assisting with evacuee identification and inquiries and coordinates language translation services. CDSS coordinates the social services aspect of the California Repatriation Plan operations with CalEMA.
- **Evacuation:** Assists in the coordination of interregional transfer of evacuees and resources, assists with evacuee identification and inquiries and provides language translation services.
- **Long Term Recovery:** Manages the Mass Individual Food Program as part of long-range economic recovery operations. Assists with individual grant recovery assistance programs and administers the State Supplemental Grant Program for disasters proclaimed by the President, when authorized by CalEMA.
- **Management:** Offers information on shelter and mass care operations.
- **Public Health and Medical:** Coordinates with supporting state agencies to ensure that public health and emergency medical concerns and needs in shelter populations are addressed.



- **Volunteer and Donations Management:** Coordinates available state agency resources to support organizations providing emergency social services.

## 14.12.10. EMERGENCY MEDICAL SERVICES AUTHORITY (EMSA)

- **Care and Shelter:** Provides information on the medical requirements of shelters and the availability of medical facilities.
- **Evacuation:** Organizes the evacuation of injured individuals to medical facilities outside the impacted area.
- **Fire and Rescue:** With fire services, coordinates and integrates personnel, resources and emergency fire pre-hospital medical services.
- **Hazardous Materials:** Assists in the state's medical efforts specific to a hazardous material incident and provides guidance and support for transporting contaminated patients outside of the affected area. Works with local responders to ensure safe movement of contaminated patients.
- **Management:** Manages state-level medical response. Prepares medical and public health reports in concert with the CDPH and assists with situation status and analysis.
- **Public Health and Medical:** Coordinates medical and hospital preparedness with other local, state and federal agencies and departments having a responsibility relating to disaster response. Responds to any medical disaster by mobilizing and coordinating mutual aid resources and state mobile medical assets to mitigate health problems.
- **Transportation:** Coordinates the movement, reception and care of patients during an evacuation.
- **Volunteer and Donations Management:** Manages the Disaster Healthcare Volunteer program. This program allows for pre-registration, license verification and deployment and management of volunteer licensed medical and health professionals.

## 14.12.11. MANAGED RISK MEDICAL INSURANCE BOARD (MRMIB)

- **Long Term Recovery:** Provide information on Managed Risk Medical Insurance Board programs to support recovery efforts. Work with Health Care Services to maintain coverage to eligible clients.
- **Public Health and Medical:** Collaborates with Department of Health Care Services (DHCS) Medi-Cal program to ensure that enrollees retain coverage and provide health insurance information to those impacted by a disaster.

**14.12.12. OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT (OSHPD)**

- **Construction and Engineering:** Provides staff for multi-disciplinary teams to inspect hospitals, skilled nursing facilities and intermediate care facilities for structural, critical nonstructural and fire/life safety issues to determine if any healthcare facilities have been compromised and damaged to a degree that has made them unsafe to occupy. Closes or limits access to any healthcare facility (or portion) that poses a threat to life and safety. Provides expedited construction processes in the recovery phase of the emergency for hazard mitigation.
- **Long Term Recovery:** Provides on-site consultation and approval of work required to ensure the safety of occupants and the return of health facilities to service. Provides expedited construction processes for damaged health care facilities in the recovery phase of the emergency.
- **Public Health and Medical:** Inspects hospitals, skilled nursing facilities and intermediate care facilities for structural, critical non-structural and fire/life safety. Reports to CalEMA Preliminary Damage Assessments and operational status of healthcare facilities following an event. Provides on-site consultation and approval of work required to ensure the safety of occupants and the return of health facilities to service. Enforces building codes and state laws deemed essential for the safety of hospitals and their occupants. Coordinates with CDPH Licensing and Certification to determine facility capacity to continue or resume care.

**14.13. CALIFORNIA LABOR AND WORKFORCE DEVELOPMENT AGENCY**

The California Labor and Workforce Development Agency consists of nine departments and boards. During an emergency, the agency can call upon its personnel and resources to address issues related to industrial and labor services. Below are the departments with primary or support roles in this plan.

**14.13.1. CALIFORNIA AGRICULTURAL LABOR RELATIONS BOARD (ALRB)**

- **Resources:** Supplies bilingual staff (Spanish) with interviewing and investigative skills for translation services.

**14.13.2. CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS (DIR)**

- **Construction and Engineering:** Inspects and reports damage to elevators and related conveyances and proposes methods and estimates for their repair. Provides technical



expertise in construction and demolition safety, chemical and hazardous material exposures and personal protective equipment selection and use.

- **Hazardous Materials:** Provides technical expertise in chemical and hazardous material exposures, personal protective equipment selection and use and exposure assessments for emergency response workers. Provides the technical expertise of Industrial Hygienists and Safety Engineers and assures that emergency response workers are protected from potential exposures to hazardous materials and operations are in compliance with safety regulations. Maintains a list of Division of Occupational Safety and Health certified asbestos consultants and registered asbestos contractors who can oversee and carry-out the proper removal of asbestos to ensure all health precautions are followed. Provides advice on workers compensation claims.
- **Public Health and Medical:** Provides the technical expertise of Industrial Hygienists and Safety Engineers and assures that emergency response workers are protected from potential exposures to hazardous materials and operations are in compliance with safety regulations.

### 14.13.3. CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

- **Long Term Recovery:** Confers with federal and state emergency resource officials to determine the need for laborers during recovery and name personnel that can be trained to serve as Personal Assistance Coordinators, Project Officers, and/or specialists during disaster recovery managed by CalEMA.
- **Resources:** Can identify potential personnel resources pools. Has staff skilled in personnel screening, processing and acquisition. Offers disaster unemployment assistance, enlists personnel and determines personnel shortages. Provides unemployment assistance related to disasters.

### 14.14. LOTTERY COMMISSION

- **Resources:** Makes specialized staff available (e.g. Special Agents, Basic Search Teams, Building Security, Information Technology (IT), Video and Multi-media Production, Marketing and Promotion Specialists, Television Directors, bilingual staff and HAM Radio Operators), the use of various messaging systems located throughout state, the use of the Lottery's web portal to link to CalEMA and available office space, supplies and vehicles.



## 14.15. CALIFORNIA NATIONAL GUARD (CNG)

- **Care and Shelter:** Can provide limited mass care facilities.
- **Communications:** Provides interoperable communications with Incident Commander's Command Control Communications and Computers Unit (IC4U) and equipment in the two Civil Support Teams.
- **Construction and Engineering:** Helps clear debris and rubble from essential government and military facilities, roadways and bridges and advises CalEMA on the use of military equipment and supplies to support these activities. Can provide technical and engineering assessments through its FSIVA (Full Spectrum Integrated Vulnerability Assessment) Team and Air National Guard Civil Engineering units.
- **Evacuation:** Assists with evacuating threatened populations, provides transportation (land and air) and in coordination with the Emergency Medical Services Authority can assist with manages casualty evacuation from hospitals and casualty collection points.
- **Fire and Rescue:** Assists with air and land capabilities to support directly in wildland and forest fire suppression efforts and assists fires and helps civil authorities to protect life and property from wild land fires.
- **Hazardous Materials:** Creates and maintains plans for radiological protection information. Develops radiological protection plans and procedures. Deploys Civil Support Teams with robust Weapons of Mass Destruction characterization, modeling and reach-back capabilities to national laboratories. Makes Civil Support Teams' mobile laboratories available. Assists with mass decontamination with Chemical Biological Radiological Nuclear and High Yield Explosives Enhanced Reaction Force Package (CERFP).
- **Law Enforcement:** Assists law enforcement by providing security forces, air transportation, rotary wing aircraft and other unique capabilities. Provides technical advice for Explosive Ordnance Disposal.
- **Management:** Provides Cal EMA with a the Military Resource Advisory Group (MRAG) which serves as a clearing house for the tiered-management of Military Support to Civilian Authorities (State Military)/Defense Support to Civilian Authorities (State, Regional, and Federal Military). Facilitates coordination and economy of effort within the National Guard and DOD/military community to augment the Incident Command System response.
- **Public Health and Medical:** Assists in patient movement and evacuation including aero medical evacuation.
- **Resources:** Can provide limited Incident Aerial Assessment and Awareness (IAA) of disaster areas.





- **Search and Rescue:** Supports search and rescue operations.
- **Transportation:** Provides ground and air transportation assets.

## 14.16. OFFICE OF ADMINISTRATIVE LAW (OAL)

- **Management:** Provides legal counsel and assistance to the Governor, CalEMA and other state agencies.

## 14.17. CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA)

**California Emergency Functions:** The California Emergency Management Agency (CalEMA) serves as the lead agency for coordinating emergency activities related to **fire and rescue, management, search and rescue, law enforcement and public information**. The agency may assign primary and support roles to those branches within the agency that have the authorities, capabilities and resources necessary to meet emergency needs.

- **Care and Shelter:** Maintains a care and shelter supply inventory.
- **Communications:** Manages the California Warning Center, the state's portion of the National Warning System and the California Warning System. Assists with the coordination of information systems throughout the state, including RIMS, GIS, personal computer support, satellite systems, landline and radio systems.
- **Construction and Engineering:** Coordinates the State Safety Assessment Program (SAP).
- **Fire Services:** Provides Fire Service Mutual Aid. Coordinates Fire Service Resources.
- **Hazardous Materials:** Employs technical staff and coordinates personnel and resources in concert with Radiological Defense (RADEF).
- **Law Enforcement:** Provides Law Enforcement and Coroner Mutual Aid.
- **Long Term Recovery:** Manages state disaster recovery programs, providing public and Individual Assistance (IA) to local governments, state agencies and the public.
- **Management:** Coordinates the state emergency management organization in compliance with SEMS, the ESA, relevant regulations and Executive Orders. Leads planning and intelligence gathering, plans the mobilization and demobilization of personnel, equipment, facilities and compiles records and data specific to an event from all portions of the SOC or REOC.



- **Public Information:** Lead state agency in support of public information prior to, during and following a disaster. Provides information to the public during emergencies through the media at its Joint Information Center in Sacramento and through public information officer at the regional emergency operation centers.
- **Resources:** Provides expertise in area of procurement (Business Services).
- **Search and Rescue:** Coordinates search and rescue programs. CalEMA Law Enforcement Branch coordinates that state Search and Rescue (SAR) program. CalEMA Fire and Rescue Branch coordinates the Urban Search and Rescue (USAR) program.
- **Utilities:** Coordinates with the California Utilities Emergency Association (CUEA) to manage utilities issues during an emergency.
- **Volunteer and Donations Management:** Manages the donations of goods and services Aid Matrix Program as part of the IA Program.

## 14.18. OFFICE OF PLANNING AND RESEARCH (OPR)

- **Care and Shelter:** Supports family services agencies and works with CalEMA related to Voluntary Organizations Active in Disasters (VOAD) personnel to assist in response activities.
- **Construction and Engineering:** Provides personnel, teams and/or equipment to clear debris and stabilize hillsides. Assists with the restoration of facilities damaged by disasters by providing labor support.
- **Fire and Rescue:** Supports base camp fire suppression and rescue activities.
- **Law Enforcement:** Provides technical expertise related to state and federal environmental laws and compliance.
- **Long Term Recovery:** Offers assistance with policy analysis that relates to urban development in response to emergencies and natural disasters, legislative analysis and bilingual personnel.
- **Volunteer and Donations Management:** Supports family services agencies and works with CalEMA related to VOAD personnel to assist in response activities.

## 14.19. OFFICE OF THE INSPECTOR GENERAL (OIG)

- **Law Enforcement:** Provides personnel with peace officer powers to support law enforcement operations.



## 14.20. OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO)

Under the Governor's Reorganization Plan, the Office of the Chief Information Officer (OCIO) will be expanded to integrate four existing information technology (IT) functions to better manage equipment, personnel and purchasing while optimizing the use of technology. These include (1) OCIO, (2) Office of Information Security and Privacy Protection (OISPP), (3) Department of Technology Services (DTS) and (4) the Department of General Services, Telecommunications Division. The reorganization is expected to be implemented on May 10, 2009.

- **Communications:** OISPP serves as the point of contact for incident coordination for short-term recovery efforts, detection, mitigation and dissemination of information for statewide cyber-related events. DTS initiates telecommunications service contracts. Supports CalEMA related to statewide telecommunication service. DGS-TD maintains statewide communications systems. Provides engineering, maintenance, technical planning and repair services for state-owned and operated radio and wire communications systems and buildings.
- **Long-Term Recovery:** OISPP participates in long-term recovery planning efforts necessary to restore essential communications systems and operations, such as voice, email and Internet connectivity that have been damaged by an emergency or disaster.
- **Management:** OCIO is responsible for establishing and enforcing information technology (IT) strategic plans, policies, standards and enterprise architecture, and the IT project review, approval, and oversight program. OISPP coordinates and communicates with the Multi-State Information Sharing and Analysis Center (MS-ISAC) and through MS-ISAC to the United States Computer Emergency Readiness Team (US-CERT) regarding cyber security threats and incident response. Coordinates the disaster recovery planning efforts in compliance with Government Code Section 11549.3 and the State Administrative Manual (SAM) (Section 5355 et seq.) related to information technology computing and telecommunications infrastructure to ensure availability of essential systems, networks, applications, data and telephones (both voice and data).

## 14.21. CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC)

- **Transportation:** Evaluates transportation emergency preparedness and ensures that regulated transportation companies develop emergency plans that are complete and kept current. Inspects rail track to verify that it is safe for use and provides advice to CalEMA on railroad technical transportation matters, information on railroad status and helps coordinate CPUC-regulated transportation resources and services, as needed. Provides lists of commercial and private transport available.
- **Utilities:** Requires utilities companies to develop emergency plans and reviews those plans. Provides lists of utility offices and contacts, oversees the activities of privately owned natural gas and electric utilities and provides safety and other engineers as well as public information



staff to assist in recovery efforts. Evaluates major outages affecting ten percent or more of customers, identifies ways to prevent major transmission outages and adopt standards for utility distribution systems.

## 14.22. CALIFORNIA NATURAL RESOURCES AGENCY

The California Resources Agency oversees policies and activities of 17,000 employees in 25 departments, commissions, boards and conservancies. The agency addresses natural resource issues ranging from conservation, water, fish and game, forestry, parks, energy, coastal, marine and landscape.

**California Emergency Functions:** The Resources Agency serves as the lead agency for coordinating emergency activities related utilities. The agency may assign primary and support roles to those departments within the agency that have the authorities, capabilities and resources necessary to meet emergency needs.

### 14.22.1. CALIFORNIA COASTAL COMMISSION

- **Long Term Recovery:** Provides technical assistance and experience in developing and implementing mitigation measures to address geologic, coastal hazard and biological issues. Provides emergency permit issuance expertise.
- **Hazardous Materials:** Provides scientists including marine biologists, geologists, coastal engineers and terrestrial ecologists with expertise in oil spill response issues.
- **Resources:** Provides staff with expertise in land use planning, legal issues, environmental impact assessment, GIS systems, administrative and scientific specialists and regulatory matters.

### 14.22.2. CALIFORNIA CONSERVATION CORPS (CCC)

- **Care and Shelter:** Can provide personnel to assist with set-up and maintenance of care and shelter facilities. Provides personnel for mass care facilities, CARES and for other animal related emergencies.
- **Construction and Engineering:** Provides personnel and crews to assist with flood mitigation projects. Provides crews to clear debris, conducts damage assessment, stabilizes hillsides and flood fighting. Assists with the restoration of structures and property.
- **Fire and Rescue:** Provides personnel to support fire suppression and rescue activities and assists with movement of injured persons in rescue operations.



- **Food and Agriculture:** Conducts surveys for agricultural pests and identifies agricultural pest locations.
- **Law Enforcement:** Assists local law enforcement with transportation and movement.
- **Public Health and Medical:** Provides personnel to support emergency medical services operations.
- **Resources:** Furnishes personnel, crews, and/or equipment to support emergency operations.
- **Search and Rescue:** Assists with search and rescue operations.
- **Transportation:** Provides personnel to support animal related emergencies and assists with facilitating transportation/movement.

### 14.22.3. CALIFORNIA ENERGY COMMISSION

- **Hazardous Materials:** Assists in developing federal and state emergency response plans and procedures for accidents involving nuclear waste/radioactive material shipments.
- **Utilities:** Provides advice, technical assistance and public outreach to respond to energy shortage. Provides CalEMA the location of energy facilities and technical assistance for forecasting energy shortages (electricity, natural gas and fuel) and develops specific state actions in the event of a serious shortage of energy.

### 14.22.4. CALIFORNIA STATE LANDS COMMISSION

- **Utilities:** Coordinates the preparedness of oil and gas facilities in the event of an emergency. Assists with coordination of emergency operations after an oil or gas spill by providing technical expertise and analysis and suspends any drilling and oil and gas production or oil transfer operations in the event of a disaster. Ensures readiness of oil and gas facilities to respond to spills, provides information on current environmental resource status on sovereign lands, provides expertise and technical resources to assist in hazard identification and handling, evaluates marine environments, assess impacts to the environment and cultural resources and assess hazards related to offshore oil and gas wells and facilities and marine terminals.
- **Long Term Recovery:** Assists with the determination of the environmental impact of an emergency. Provides land surveyors, appraisers, engineers, scientists and inspectors. Coordinates with local governments and state agencies to issue emergency permits for new construction, land modifications and any dispositions or extractions of materials on sovereign lands. Provides licensed land surveyors, engineering expertise, geological expertise and provides for removal of watercraft and other obstructions from sovereign lands.





## 14.22.5. CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS (CAL BOATING)

- **Construction and Engineering:** Based on budget, provides emergency funding for boating facility repairs. Evaluates damage to docks, piers, marina structures and other related items. Evaluates retrofitting and hold-down straps for existing marinas near bridges.
- **Law Enforcement:** Authorizes the restriction/closure on any of the waters of the Sacramento/San Joaquin Delta. Keeps Subvention Program lists of law enforcement boat patrols and has the authority to restrict/close delta waterways.
- **Transportation:** Maintains lists of public and private marinas for the state.

## 14.22.6. CALIFORNIA DEPARTMENT OF CONSERVATION

- **Management:** Maintains ground motion data and create seismic maps. Provides geotechnical data and expertise to support emergency operations. Provides technical specialists for seismological and geological data.
- **Utilities:** Provide guidance to prevent release from oil and gas drilling or producing facilities. Provides advice on oil spills and responds accordingly to the incident. Provides technical expertise and respond to oil spill, gas, and/or geothermal incidents and guidance to prevent release from oil and gas drilling or producing facilities.

## 14.22.7. CALIFORNIA DEPARTMENT OF FISH AND GAME (DFG)

- **Hazardous Materials:** Assists in planning and exercising oil spill response with other agencies, identifies sensitive sites and develops appropriate response strategies and provides legal and technical expertise on wildlife, fisheries and environmental issues. May provide Geographic Information System (GIS) capabilities, statewide communication and technical expertise related to oil and hazardous material assessment capabilities.
- **Law Enforcement:** Provides legal and technical expertise on wildlife, fisheries, environmental issues and in habitat conservation for wildlife affected by an emergency or the response to the emergency. Provides sworn peace officers with statewide capability for criminal and civil investigations and provides trained personnel to assist in evacuation of residents in coordination with local law enforcement.
- **Management:** Provides statewide incident management and technical specialist positions and/or teams for marine or inland oil/hazmat incidents, staff to assess natural resource damages and provide wildlife rehabilitation and technical expertise in habitat conservation for wildlife affected by an emergency or the response to the emergency.



- **Public Information:** Coordinates with local governments and state agencies to provide public outreach.
- **Resources:** Provides aircrafts, vehicles, watercraft and crews. Provides technical expertise, equipment and staff to conduct underwater surveys, air monitoring and site characterization, streambed alterations and damage assessments.
- **Search and Rescue:** Provides search and rescue teams, search dog teams for wildlife depredation, aircraft, vehicles, equipment, air operations and hazardous materials technical expertise.

## 14.22.8. CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

- **Care and Shelter:** Provides assistance, including mobile feeding centers.
- **Communications:** Possesses communications capacity and procedures for fire service communications.
- **Construction and Engineering:** Provides technical resources for safety, environmental and damage assessments and building inspections, civil engineers and light and heavy equipment repair personnel and facilities. With OSHPD, inspects hospitals and other licensed care facilities for structural integrity and fire/life safety.
- **Fire and Rescue:** Provides fire protection services and emergency fire personnel and equipment and provides trained personnel for rescue.
- **Hazardous Materials:** Provides hazardous materials and other incidents response training and planning assistance, technical expertise in bomb incidents, explosives disposal and liquid hazardous pipeline incidents, trained environmental assessment personnel and certified HAZMAT personnel. Provides technical expertise on emergency response planning and mitigation for liquid pipelines, spills and other incidents.
- **Law Enforcement:** Provides law enforcement and other associated emergency response training and planning assistance. Provides Peace Officers Standards and Training (POST) certified peace officers for law enforcement mutual aid, security and civil/criminal investigations who are trained in arson and bomb investigations.
- **Management:** Offers SEMS qualified personnel for all SEMS levels and positions, logistical support, finance personnel for cost tracking, procurement, collection and reimbursement. Provides emergency fire, SEMS and other associated emergency response training and planning assistance. Provides legal counsel for emergency operations policy, funding issues and authorities in coordination with CalEMA. Supports CalEMA, as needed,



in liaison responsibility specific to emergency operations, safety management measures and offers assistance with situational status analysis.

- **Public Health and Medical:** Provides medical and other associated emergency response personnel, training and planning assistance.
- **Resources:** Offers an Emergency Resource Directory (ERD) of vendors to supply equipment and resources, logistical support, light and heavy equipment repair personnel and facilities, certified water and sewer plant operators, trained counselors and finance personnel for cost tracking, procurement, collection and reimbursement. Provides light and heavy equipment repair personnel and facilities and certified water and sewer plant operators.

## 14.22.9. CALIFORNIA DEPARTMENT OF PARKS AND RECREATION (CALIFORNIA STATE PARKS)

- **Care and Shelter:** Provides shelter, water and sanitation facilities in state park campgrounds.
- **Communications:** Possesses communications capability. Provides emergency communications and logistics support.
- **Construction and Engineering:** Allows engineers and architects to assess structural damage and emergency stabilization, historical preservation technical staff who are experts in National Environmental Protection Act (NEPA) and California Environmental Quality Act (CEQA), trade and maintenance personnel to assist with repair of disaster-related damage and equipment operators and earth-moving equipment for debris removal, shoring levees and establishing temporary roads and fire breaks. Offer historical preservation technical staff for NEPA and CEQA requirements, information on historic resources through the California Historic Resource Information System (CHRIS) and equipment operators and complimentary earth-moving equipment, water and sewage plant supervisors.
- **Fire and Rescue:** Provides firefighters and equipment for structural and wildland fire suppression, operators and equipment for establishing temporary roads and fire breaks.
- **Hazardous Materials:** Participates in oil spill response.
- **Law Enforcement:** Provides peace officers to assist with law and order re-establishment.
- **Resources:** Provides information on historic resources.
- **Search and Rescue:** Provides teams, vehicles, vessels and airplanes for patrol and search and rescue. Provides personnel (lifeguards) and vessels for aquatic rescue, equipment for land rescue and Self-Contained Underwater Breathing Apparatus (SCUBA) teams for rescue and body recovery.



- **Utilities:** Provides water and sewage plant supervisors to assist with testing and facilitating repairs of wells and water treatment facilities.

## 14.22.10. CALIFORNIA DEPARTMENT OF WATER RESOURCES (DWR)

- **Communications:** Participates in and supports the California Water and Wastewater Agency Response Network (CalWARN).
- **Construction and Engineering – Assistance:** Assists local agencies with the planning and implementation of water conservation measures and restores State Water Project (SWP) facilities and all other flood protection and control facilities under departmental jurisdiction. Assists the Department of Transportation in providing general engineering services. Provides engineering advice and services and technical resources, protects SWP facilities, carries out flood fights and provides flood protection and flood control and assists the Department of General Services with construction-related procurements. Provides engineering advice and technical assistance related to water shortages and electric power shortages and protects SWP facilities. Provides engineering advice and technical resources for flood mitigation and protection of dams, levees, reservoirs and other features of the SWP.
- **Construction and Engineering – Mitigation:** Work to mitigate the effects of an emergency on the SWP and performs any work required to avert, alleviate, repair, or restore damage or destruction to property having a general public and state interest.
- **Construction and Engineering – Restoration:** Restores SWP facilities and all other flood protection and control facilities under departmental jurisdiction.
- **Fire and Rescue:** Coordinates available water supply for fire suppression due to drought circumstances.
- **Law Enforcement:** Works with the California Highway Patrol and Department of General Services to safeguard Department of Water Resources personnel, resources and both SWP and non-SWP facilities.
- **Management:** May assist with advance planning during flood fight operations. Monitors conditions and provide warning to CalEMA on developing weather, stream flow, flooding, dam performance, or other potential emergencies.



## 14.22.11. SAN FRANCISCO BAY AND DEVELOPMENT COMMISSION (BCDC)

- **Construction and Engineering:** Provides Staff Engineers with expertise on bay and coastal area seismic safety and flood protection measures and approves emergency permits for all activities within and along San Francisco Bay.
- **Hazardous Materials:** Provides personnel with expertise in oil spill containment and clean up.

## 14.23. CALIFORNIAVOLUNTEERS

**California Emergency Functions:** CaliforniaVolunteers serves as the lead agency for coordinating emergency activities related to volunteer and donations management. The agency may assign primary and support roles to those units within the agency that have the authorities, capabilities and resources necessary to meet emergency needs.

- **Volunteer and Donations Management:** Coordinates volunteer activities related to disaster response and recovery, including necessary training, equipment and transportation provisions.

## 14.24. STATE AND CONSUMER SERVICES AGENCY (SCSA)

The State and Consumer Services Agency (SCSA) handles procurement of state goods and services, the management and development of state real estate, collecting state taxes, hiring of state employees, providing information technology services and adopting state building standards. The Secretary for the State and Consumer Services Agency is the Chair of the California Building Standards.

**California Emergency Functions:** SCSA serves as the lead agency for coordinating emergency activities related to communications, construction and engineering, resources and long term recovery. SCSA and BTHA are co-lead for long term recovery operations. SCSA may assign primary and support roles to those departments within the agency that have the authorities, capabilities and resources necessary to meet emergency needs.

### 14.24.1. CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS (DCA)

- **Care and Shelter:** Provides staff to post-disaster assistance centers.
- **Law Enforcement:** Ensures that investigators with peace officer authority are available.





- **Long Term Recovery:** Provides staff to post-disaster assistance centers. Takes part in the Hazard Mitigation Planning process.
- **Public Information:** Provides informational publications to support recovery operations. Ensures that informational publications related to recovery efforts are available. Provides information related to contractors and engineers through the various licensing boards.

## 14.24.2. CALIFORNIA DEPARTMENT OF TECHNOLOGY SERVICES (DTS)

- **Communications:** Initiates telecommunications service contracts. Supports CalEMA related to statewide telecommunication service. Under the Governor's Reorganization Plan, the Department of Technology Services will be reorganized under the Office of the Chief Information Officer (OCIO). The reorganization is expected to take effect on May 10, 2009.

## 14.24.3. CALIFORNIA FRANCHISE TAX BOARD (FTB)

- **Care and Shelter:** Provides personnel and equipment to obtain tax relief for disaster losses.
- **Law Enforcement:** Ensures that investigators with peace officer authority are available.
- **Long Term Recovery:** Ensures that informational materials related to economic and taxation recovery efforts are available. Provides personnel and equipment to obtain tax relief for disaster losses.
- **Public Information:** Provides periodic call center functions and support to CalEMA during extreme weather conditions, an emergency event, or disaster response operations to provide public information to the residents of California when such measures are needed and requested by CalEMA.

## 14.24.4. DEPARTMENT OF GENERAL SERVICES (DGS)

- **Care and Shelter:** Classifies state property for possible temporary emergency housing sites. Works with CalEMA and creates facilities plans, including mobilization centers and disaster support areas.
- **Communications:** Maintains statewide communications systems. Provides engineering, maintenance, technical planning and repair services for state-owned and operated radio and wire communications systems and buildings. Under the Governor's Reorganization Plan, the DGS Telecommunications Division will be reorganized under the Office of the Chief Information Officer (OCIO). The reorganization is expected to take effect on May 10, 2009.
- **Construction and Engineering:** Coordinates with professional engineering organizations and CalEMA in recruiting, orienting and training volunteer structural engineers. Provides



engineering and technical assistance to CalEMA, assesses building damage, prepares survey reports, clears debris from state-owned buildings, estimates and conducts building repairs and coordinates/inspects new buildings.

- **Hazardous Materials:** Assists with the procurement of hazardous materials and debris removal services.
- **Management:** Supports CalEMA in providing state building status assessments.
- **Public Health and Medical:** Responsible for, in consultation with the California Department of Public Health and the Emergency Medical Services Authority, the development of procurement and transportation plans for obtaining and arranging delivery of disaster medical and health supplies and equipment.
- **Resources:** Creates facilities plans, including mobilization centers and disaster support areas. Develops contingency contracts for procurement of services, materials and supplies and implements emergency procurement and supply procedures. Has fleet administration responsibilities, experience in dispatch functions and can coordinate travel and lodging. In coordination with and in support of CalEMA, maintains lists of qualified contractors and sources of equipment and develops emergency procurement procedures for services, materials and supplies. Makes available emergency facilities to state agencies displaced by disaster, puts into action emergency procurement and accelerates review of contracts and exempting such contracts from review when appropriate. Provides resource tracking proficiency.

#### **14.24.5. CALIFORNIA OFFICE OF INFORMATION SECURITY AND PRIVACY PROTECTION (OISPP)**

Under the Governor's Reorganization Plan, the OISPP will be reorganized under the Office of the Chief Information Officer (OCIO). The reorganization is expected to take effect on May 10, 2009.

- **Management:** Coordinates and communicates with the Multi-State Information Sharing and Analysis Center (MS-ISAC) and through MS-ISAC to the United States Computer Emergency Readiness Team (US-CERT) regarding cyber security threats and incident response. Coordinates the disaster recovery planning efforts in compliance with Government Code Section 11549.3 and the State Administrative Manual (SAM) (Section 5355 et seq.) related to information technology computing and telecommunications infrastructure to ensure available of essential systems, networks, applications, data and telephones (both voice and data).
- **Communications:** Serves as the point of contact for incident coordination for short-term recovery efforts, detection, mitigation and dissemination of information for statewide cyber-related events.



- **Long-Term Recovery:** Participates in long-term recovery planning efforts necessary to restore essential communications systems and operations, such as voice, email and Internet connectivity that have been damaged by an emergency or disaster.

## 14.24.6. STATE PERSONNEL BOARD (SPB)

- **Resources:** Accelerates the recruitment of personnel related to emergency and recovery programs and assists agencies in filling critical positions throughout an emergency.

## 14.24.7. SEISMIC SAFETY COMMISSION

- **Care and Shelter:** Under the Emergency Response Initiative of the state's California Earthquake Loss Reduction Plan, the Commission provides expertise in public information and seismic policy analysis.
- **Construction and Engineering:** Under the Existing Buildings and New Buildings Initiatives of the state's California Earthquake Loss Reduction Plan, the Commission provides expertise in public information and seismic policy analysis.
- **Long Term Recovery:** Under the Recovery Initiative of the state's California Earthquake Loss Reduction Plan, the Commission provides expertise in public information and seismic policy analysis.
- **Management:** Under the state's California Earthquake Loss Reduction Plan the Commission provides expertise in public information and seismic policy analysis.
- **Utilities:** Under the Utilities & Transportation Initiative of the State's California Earthquake Loss Reduction Plan, the Commission provides expertise in public information and seismic policy analysis.

## 14.25. CALIFORNIA STATE BOARD OF EQUALIZATION (BOE)

- **Care and Shelter:** Advise and assist business and property owners in obtaining emergency tax relief for disaster losses.

## 14.26. BOARD OF GOVERNORS, CALIFORNIA COMMUNITY COLLEGES

- **Hazardous Materials:** Dispense hazard materials preparedness materials to districts and colleges and promotes the use of science instructors to assist in hazardous materials emergencies.



- **Care and Shelter:** Organizes education/college facilities related to Emergency Medical Services and Emergency Welfare Services.
- **Public Health and Medical:** Coordinates education/college facilities to support emergency medical services and emergency welfare services. Directs districts and colleges to utilize facilities, transportation options, miscellaneous supplies and equipment during emergency and supports emergency medical services and emergency welfare services.
- **Public Information:** Supports Cal EMA Public Information Office in providing information and instructions and coordinates with the education community to conduct exercise activities.
- **Resources:** Provides emergency teams, facilities planners and Information Technology (IT) personnel throughout a response, foreign language instructors to assist and facilities planners and IT personnel for the period of recovery.

## 14.27. UNIVERSITY SYSTEM

The University of California (UC) and California State University (CSU) are the two statewide university systems that are each overseen by independent governing boards. The UC system consists of (10) campuses and five (5) major medical centers. UC has 210,000 students and 170,000 faculty/staff. UC campuses are generally clustered in the greater San Francisco Bay Area and adjacent Central Valley, and in Southern California. The CSU system has twenty-three (23) campuses covering the entire state from Humboldt County to San Diego County. CSU has 450,000 students and 46,000 faculty/staff. Both UC and CSU are highly decentralized systems whose campuses function independently.

**Management:** When there is an immediate threat or actual emergency, the campuses implement emergency plans and take actions to mitigate or reduce the emergency threat. Actions may include deploying field-level emergency response personnel and activating emergency operations centers and issuing orders to protect the campus community and general public.

**Fire and Rescue:** UC operates two full-time Fire Departments at Davis and Santa Cruz.

**Law Enforcement:** All UC campuses have fully sworn Police Departments. All CSU campuses also have fully sworn Police Departments.



## 15. Plan Administration

### 15.1. PLAN DEVELOPMENT AND MAINTENANCE

The State Emergency Plan is developed under the authority conveyed to the Governor in accordance with the California Emergency Services Act (ESA)<sup>29</sup>. CalEMA is charged with keeping the plan up to date. CalEMA will review and develop revised drafts of the plan in coordination with state agencies, local governments and relevant stakeholders. CalEMA will coordinate the plan with the Office of Planning and Research (OPR), which serves as the state clearinghouse for state agency plans. The plan is reviewed by the California Emergency Council, which recommends approval of the plan to the Governor.

### 15.2. ADMINISTRATIVE PRACTICES

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

Emergency response agencies must develop and integrate administrative and financial procedures into their Standard Operating Procedures (SOP). It is essential that all financial management officials follow the administrative practices required by state law and the SEMS Guidelines.

Part III of the SEMS Guidelines document California's Emergency Management administrative practices.

### 15.3. STANDARD OPERATING PROCEDURES (SOP)

The State Emergency Plan is intended to be used in conjunction with city, county, operational area and state agency plans and associated standard operating procedures (SOP). Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear, therefore, that some procedures may need to be suspended, relaxed or made





operational under threat of disaster. However such action should be carefully considered and the consequences should be projected realistically.

#### **15.4. VITAL RECORDS RETENTION**

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of potential response organization. During a response, entities ensure that adequate documentation is collected through the Documentation Unit at the Incident and EOC, for activities of personnel, use of equipment and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken and employees retrained in the proper, updated procedures.

#### **15.5. AFTER ACTION REPORTS AND CORRECTIVE ACTIONS**

SEMS regulations require that CalEMA, in cooperation with involved state and local government agencies, complete an After Action Report (AAR) within 120 days after each emergency proclamation. Furthermore, the SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to CalEMA within 90 days of the close of the emergency period. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.



## 16. Attachments

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Below is a list of attachments referenced in the plan:

- Attachment A – Authorities and References
- Attachment B – Acronyms and Abbreviations
- Attachment C – Glossary
- Attachment D – California Warning System
- Attachment E – Emergency Plan Crosswalk
- Attachment F – Distribution List
- Attachment G - End Notes



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## 16.1. ATTACHMENT A – AUTHORITIES AND REFERENCES

California Emergency Services Act

California Disaster Assistance Act

California Code of Regulations, Title 19

California Disaster and Civil Defense Master Mutual Aid Agreement

Standardized Emergency Management System Guidelines

Standardized Emergency Management System Approved Course of Instruction

Governor's Executive Order W-9-91

Administrative orders (Prepared under the authority of the Governor's Executive Order W-9-91)

State of Emergency Orders and Regulations (Regulations made in advance of a State of Emergency - Standby Orders)

State of War Emergency Orders and Regulations (Regulations made in advance of a State of War Emergency -Standby Orders)

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

California-Federal Emergency Operations Center Guidelines: Integrating Federal Disaster Response Assistance with California's Standardized Emergency Management System

National Incident Management System

National Response Framework

Title 44 Code of Federal Regulations

California Catastrophic Incident Base Plan: Concept of Operations



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**16.2. ATTACHMENT B – ACRONYMS AND ABBREVIATIONS**

<b>Acronyms and Abbreviations</b>	
AA	Administering Agency
AAR	After Action Report
ACI	Approved Course of Instruction
ADA	Americans with Disabilities Act
ADP	Department of Alcohol and Drug Programs
ALRB	California Agricultural Labor Relations Board
AO	Administrative Order
AP	Action Plan
ARB	Air Resources Board
ARC	American Red Cross
BCDC	San Francisco Bay and Development Commission
BOE	Board of Equalization
BPH	Board of Parole Hearings
CA-EF	California Emergency Function
CAHAN	California Health Alert Network
Cal Boating	California Department of Boating and Waterways
CalEMA	California Emergency Management Agency
CAL FIRE	California Department of Forestry and Fire Protection
Cal/EPA	California Environmental Protection Agency
CalHFA	California Housing and Finance Agency
California ISO	California Independent Systems Operator
Caltrans	California Department of Transportation
CalWARN	California Water and Wastewater Agency Response Network
CALWAS	California Warning System
CAP	Corrective Action Planning
CARES	California Animal Response in Emergency System
CCC	California Conservation Corps
CCR	California Code of Regulations
CDA	California Department of Aging
CDAA	California Disaster Assistance Act
CDCR	California Department of Corrections and Rehabilitation
CDE	California Department of Education
CDFA	California Department of Food and Agriculture



Acronyms and Abbreviations	
CDI	California Department of Insurance
CDPH	California Department of Public Health
CDSS	California Department of Social Services
CDVA	California Department of Veteran's Affairs
CEC	California Emergency Council
CEQA	California Environmental Quality Act
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CHHS	California Health and Human Services Agency
CHP	California Highway Patrol
CHRIS	California Historic Resource Information System
CISN	California Integrated Seismic Network
CIWMB	California Integrated Waste Management Board
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CNG	California National Guard
COG	Continuity of Government
COOP	Continuity of Operations
CPUC	California Public Utilities Commission
CSA	Corrections Standards Authority
SCSA	State and Consumer Services Agency
CSD	Community Services and Development
CSP	California Department of Parks and Recreation (California State Parks)
CST	Civil Support Team
CSTI	California Specialized Training Institute
CSWC	California State Warning Center
CUEA	California Utilities Emergency Association
CUPA	Certified Unified Program Agencies
DAI	Adult Operations Division
DCA	California Department of Consumer Affairs
DDS	Department of Developmental Services
DFG	California Department of Fish and Game
DFI	Department of Financial Institutions
DGS	Department of General Services
DHCS	Department of Health Care Services



Acronyms and Abbreviations	
DIR	California Department of Industrial Relations
DJJ	Juvenile Justice Division
DMHC	Department of Managed Health Care
DMV	California Department of Motor Vehicles
DOC	California Department of Corporations
DOC	Department Operations Center
DOF	Department of Finance
DOJ	Department of Justice
DPA	Department of Personnel Administration
DPR	Department of Pesticide Regulation
DRC	Disaster Recovery Center
DRE	Department of Real Estate
DTS	California Department of Technology Services
DTSC	Department of Toxic Substances Control
DWR	Department of Water Resources
EAS	Emergency Alert System
EDD	California Employment Development Department
EDIS	Emergency Digital Information Service
EDO	Executive Duty Officer
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid Plan
EMSA	Emergency Medical Services Authority
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERD	Emergency Resource Directory
ESA	California Emergency Services Act
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
FIRM	Flood Insurance Rate Map
FOOT	Field On-Sight Observation Team
FPPC	Fair Political Practices Commission



Acronyms and Abbreviations	
FTB	California Franchise Tax Board
GDP	Gross Domestic Product
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HCD	Department of Housing and Community Development
HMO	Health Maintenance Organization
HSEEP	Homeland Security Exercise and Evaluation
HUD	Housing and Urban Development
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDAT	Insurance Disaster Assessment Team
IDE	Initial Damage Estimate
IHP	Individuals and Households Program
IMAT	Incident Management Assistance Team
IT	Information Technology
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
LHMP	Local Hazards Mitigation Planning
MAC	Multiagency Coordination
MAC Group	Multiagency Coordination Group
MACS	Multiagency Coordination System
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRMIB	Managed Risk Medical Insurance Board
NAWAS	National Warning System
NEIC	National Earthquake Information Center
NEPA	National Environmental Policy Act
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIMSCAST	National Incident Management System Compliance Assistance



Acronyms and Abbreviations	
	Support Tool
NRCS	National Resources Conservation Service
NRF	National Response Framework
NWS	National Weather Service
OA	Operational Area
OAL	Office of Administrative Law
OASIS	Operational Area Satellite Information System
OEHHA	Office of Environmental Health Hazard Assessment
OIG	Office of the Inspector General
OISPP	Office of Information and Security and Privacy Protection
OPR	Office of Planning and Research
OREA	Office of Real Estate Appraisers
OSHPD	Office of Statewide Health Planning and Development
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIA	Prison Industry Authority
POST	Peace Officer Standards and Training
RADEF	Radiological Defense
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RRCC	Regional Response Coordination Center
SAM	State Administrative Manual
SAP	State Safety Assessment Program
SAR	Search and Rescue
SBA	Small Business Administration
SCO	State Coordinating Officer
SCUBA	Self-Contained Underwater Breathing Apparatus
SEMS	Standardized Emergency Management System
SEP	State of California Emergency Plan
SHMP	State of California Multi-hazard Mitigation Plan
SOC	State Operation Center
SOP	Standard Operating Procedure
SPB	State Personnel Board
SWAT	Special Weapons and Tactics
SWP	State Water Project
USACE	U.S. Army Corps of Engineers





Acronyms and Abbreviations	
US&R	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USGS	United States Geological Survey
VOAD	Voluntary Organizations Active in Disasters
WUI	Wildland-Urban Interface

DRAFT

**16.3. ATTACHMENT C – GLOSSARY**

**Action Plan (AP):** See **EOC Action Plan** and **Incident Action Plan**.

**Activation:** 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

**After-Action Report (AAR):** A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports must be submitted within 90 days to CalEMA.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

**All-Hazards:** Any incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety and minimize disruptions of government, social, or economic activities.

**California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA):** An agreement entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency.

**California Emergency Functions (CA-EF):** The California Emergency Functions are a grouping of state agencies, departments and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to and rapidly recover from any emergency. California Emergency Functions unify a broad-spectrum of stakeholders with various capabilities, resources and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

**California Emergency Services Act (ESA):** An Act within the California Government Code to insure that preparations within the state will be adequate to deal with natural, man made, or war-



caused emergencies which result in conditions of disaster or in extreme peril to life, property and the natural resources of the state and generally to protect the health and safety and preserve the lives and property of the people of the state.

**Catastrophe:** Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

**Command Post:** See **Incident Command Post**.

**Command Staff:** The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

**Common Terminology:** Normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

**Communications:** Process of transmission of information through verbal, written, or symbolic means.

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control during response and recovery operations.

**Continuity of Operations (COOP):** Planning should be instituted (including all levels of government) across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

**Coordination:** The process of systematically analyzing a situation, developing relevant information and informing appropriate command authority of viable alternatives for selection of



the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra-or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or Interagency coordination is found at all SEMS levels.

**Coordination Center:** Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Corrective Actions:** Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

**Cost Unit:** Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates and recommending cost-saving measures.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Cyber Threat:** An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email and Internet connectivity

**Cyber Security:** The protection of data and systems in networks that are connected to the internet, including measures to protect critical infrastructure services. These services may include essential communications such as voice, email and internet connectivity.

**Demobilization:** The orderly, safe and efficient return of an incident resource to its original location and status.

**Department Operations Center (DOC):** An Emergency Operations Center (EOC), specific to a single department or agency. Their focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

**Disaster:** A sudden calamitous emergency event bringing great damage loss or destruction.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.



**Documentation Unit:** Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording and safeguarding all documents relevant to an incident or within an EOC.

**Emergency:** Any incident(s), whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Management Assistance Compact (EMAC):** A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

**Emergency Management Community:** The stakeholders in emergency response in California including the residents of California, the private sector and federal, state, local and tribal governments.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

**Emergency Operations Plan:** The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Resource Directory (ERD):** A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

**Emergency Response Agency:** Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.





**Emergency Response Personnel:** Personnel affiliated with or sponsored by emergency response agencies.

**EOC Action Plan:** The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

**Essential Facilities:** Police, fire, emergency operations centers, schools, medical facilities and other resources that have a role in an effective and coordinated emergency response.

**Evacuation:** Organized, phased and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

**Federal:** Of or pertaining to the federal government of the United States of America.

**Finance/Administration Section:** The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g. the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See **Division**.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or man made, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important



information for management of the incident during one or more operational periods. At the SEMS EOC level it is called the EOC Action Plan.

**Incident Base:** The location at which primary Logistics functions for an incident are coordinated and administered. There is only one base per incident. (Incident name or other designator will be added to the term base.) The Incident Command Post may be co-located with the Base.

**Incident Command:** Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command and any assigned supporting staff.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Information:** Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the "currency" that produces intelligence.

**Intelligence:** Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package and produces a conclusion or estimate. Information must be real, accurate and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC and current and expected conditions and how they affect the actions taken to achieve operational period objectives. Intelligence is an aspect of information. Intelligence is primarily intended for internal use and not for public dissemination.

**Intelligence/Investigations:** Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension and



prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

**Interoperability:** Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal and local boundary lines) or functional (e.g., law enforcement, public health).

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for coordinating with representatives from cooperating and assisting agencies or organizations. At SEMS EOC Levels, reports directly to the EOC Director and coordinates the initial entry of Agency Representatives into the Operations Center and also provides guidance and support for them as required.

**Local Government:** According to federal code<sup>30</sup> a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska



Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services and material support for an incident or EOC activation.

**Management Staff:** See **Command Staff**.

**Mitigation:** Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobilization:** The process and procedures used by all organizations—federal, state, tribal and local—for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center:** An off-emergency location where emergency services personnel and equipment may be temporarily located, pending assignment to emergencies, release, or reassignment.

**Multiagency or Inter-Agency Coordination:** The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Multiagency Coordination Group (MAC Group):** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the System. It can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident.



**Mutual Aid Agreements and/or Assistance Agreements:** Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

**Mutual Aid Coordinator:** An individual at local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of CalEMA established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

**National:** Of a nationwide character, including the federal, state, tribal and local aspects of governance and policy.

**National Incident Management System (NIMS):** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework (NRF):** A guide to how the nation conducts all-hazards incident management.

**Non-governmental Organization (NGO):** An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

**Officer:** 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.





**Operations Section:** The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups or units necessary to maintain appropriate span of control.

**Organization:** Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

**Planning Section:** The section responsible for the collection, evaluation and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

**Political Subdivisions:** Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification and equipment certification.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Information:** Processes, procedures and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation; resources



committed; and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Recovery:** The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed to restore the affected area or community.

**Region Emergency Operations Center (REOC):** Facilities found at CalEMA Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

**Reimbursement:** Provides a mechanism to recoup funds expended for incident-specific activities.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal and local teams; and resource mobilization protocols.

**Resources:** Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.



**Response Personnel:** Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

**Safety Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

**Section:** 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g. Operations, Planning, Logistics, Finance/Administration) and Intelligence/ Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: **a.** A portion of a book, treatise, or writing. **b.** A subdivision of a chapter. **c.** A division of law.

**Situation Report:** Often contain confirmed or verified information regarding the specific details relating to the incident.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et. seq. of the Code.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals and qualified private nonprofit organizations. The provisions of the Stafford Act cover all-hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

**Staging Area:** Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies and equipment can be temporarily housed or parked while awaiting operational assignment.



**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field response, Local Government, Operational Area, Region and State.

**Standardized Emergency Management System (SEMS) Guidelines:** The SEMS guidelines are intended to assist those responsible for planning, implementing and participating in SEMS.

**Standardized Emergency Management System (SEMS) Regulations:** Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at TITLE 19. DIVISION 2. Chapter 1,  $\infty$  2400 et. Seq.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**State Operations Center (SOC):** The SOC is operated by the California Emergency Management Agency at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three CalEMA Administrative Regional Emergency Operations Centers (REOCs). It is also responsible for providing updated situation reports to the Governor and legislature.

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**System:** An integrated combination of people, equipment and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

**Technical Assistance:** Support provided to state, tribal and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

**Technical Specialists:** Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally





perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.].

**Type:** 1) An ICS resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind, or group sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

**Unified Command:** An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

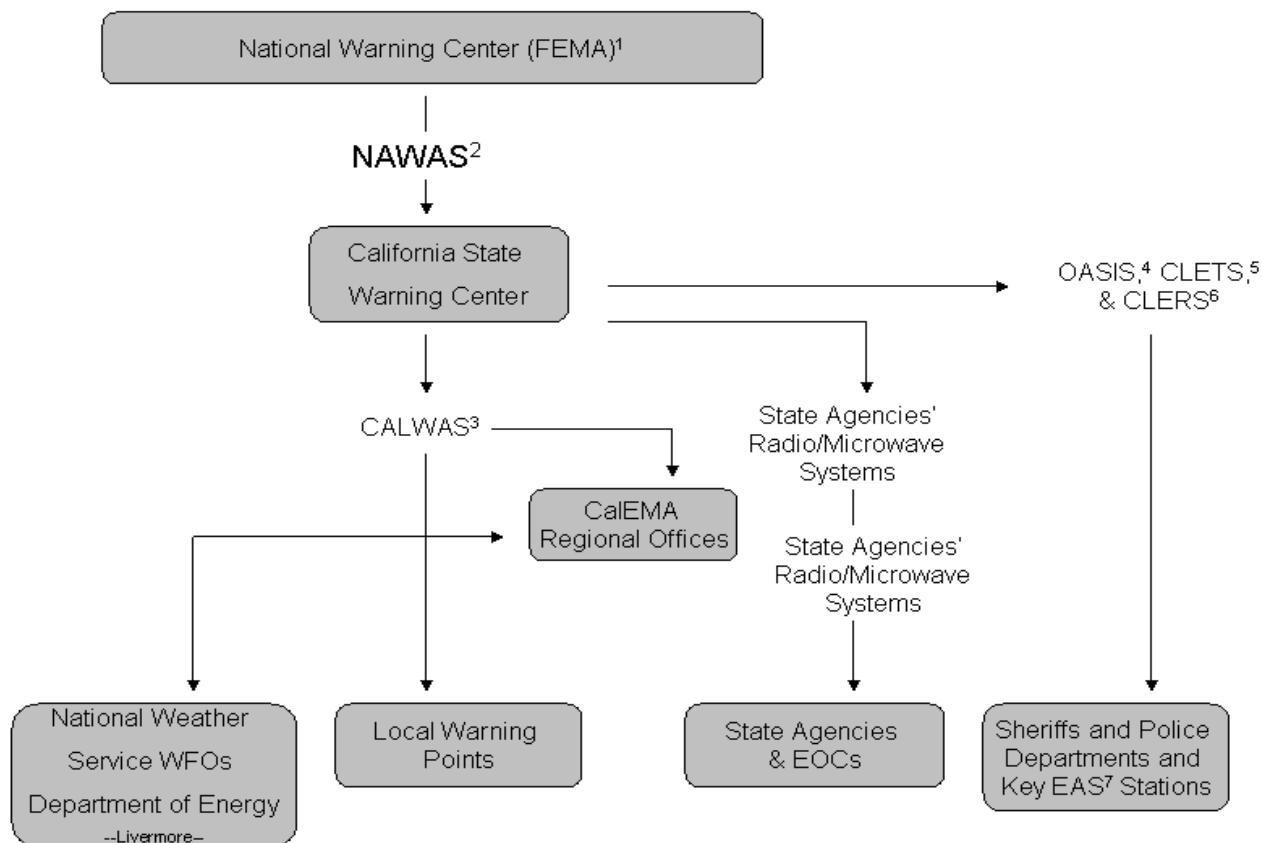
**Volunteer:** For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.





## 16.4. ATTACHMENT D – CALIFORNIA WARNING SYSTEM

### D.1 - California Warning System



<sup>1</sup> Federal Emergency Management Agency

<sup>4</sup> Operational Areas Satellite Information System

<sup>6</sup> California Law Enforcement Radio System

<sup>2</sup> National Warning System

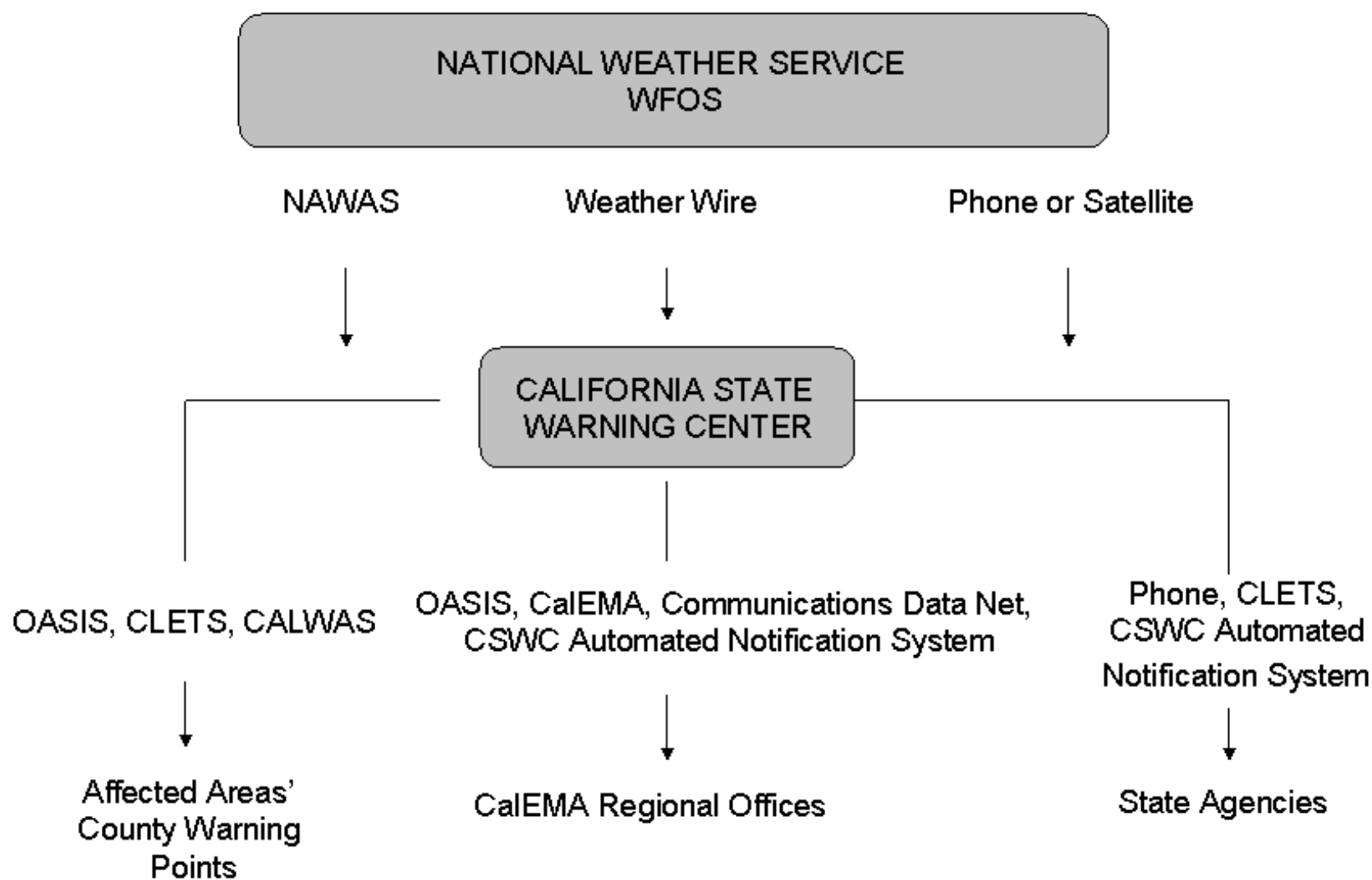
<sup>5</sup> California Law Enforcement Teletype System

<sup>7</sup> Emergency Alert System

<sup>3</sup> California Warning System

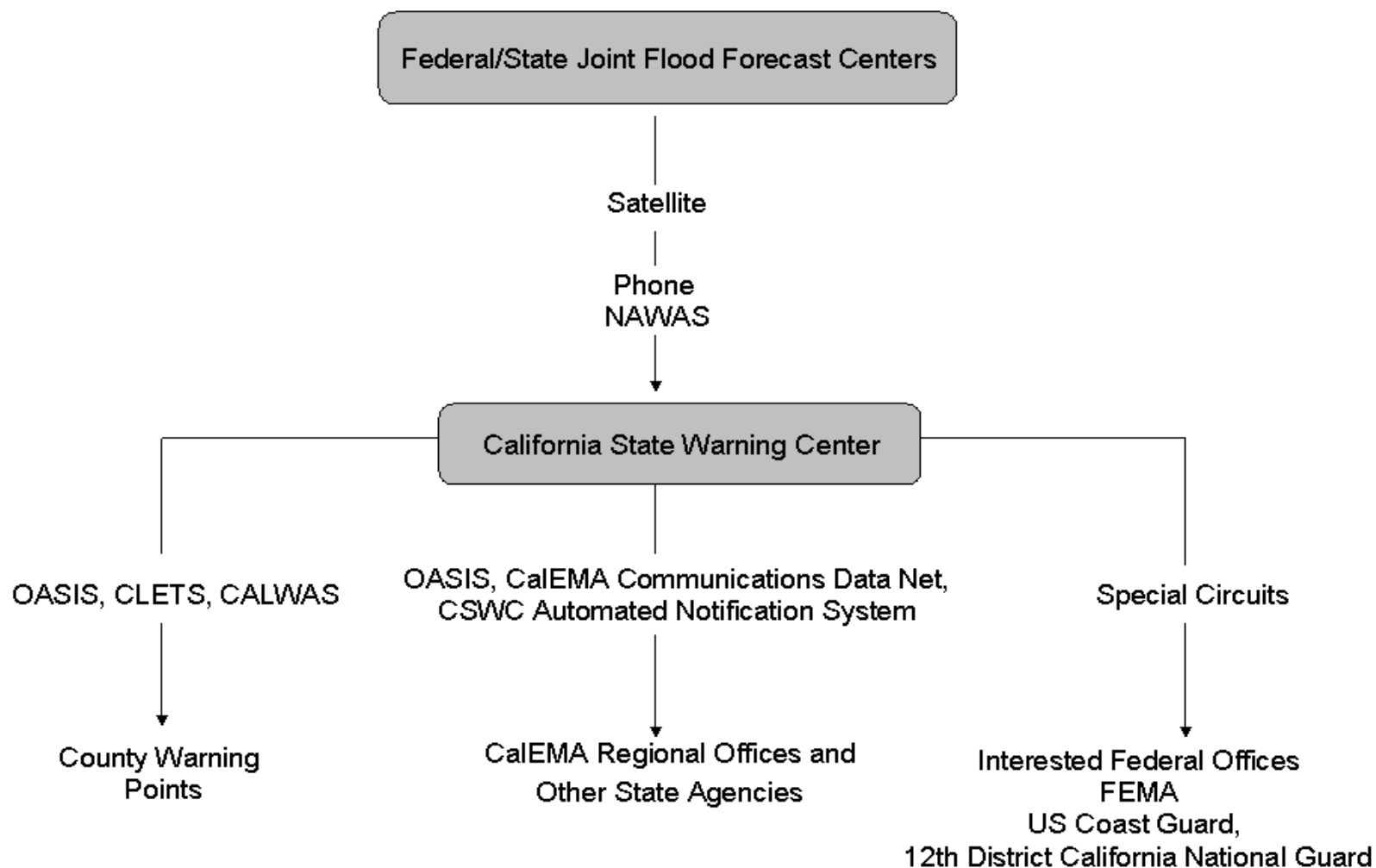


## D.2 – Severe Weather Warning



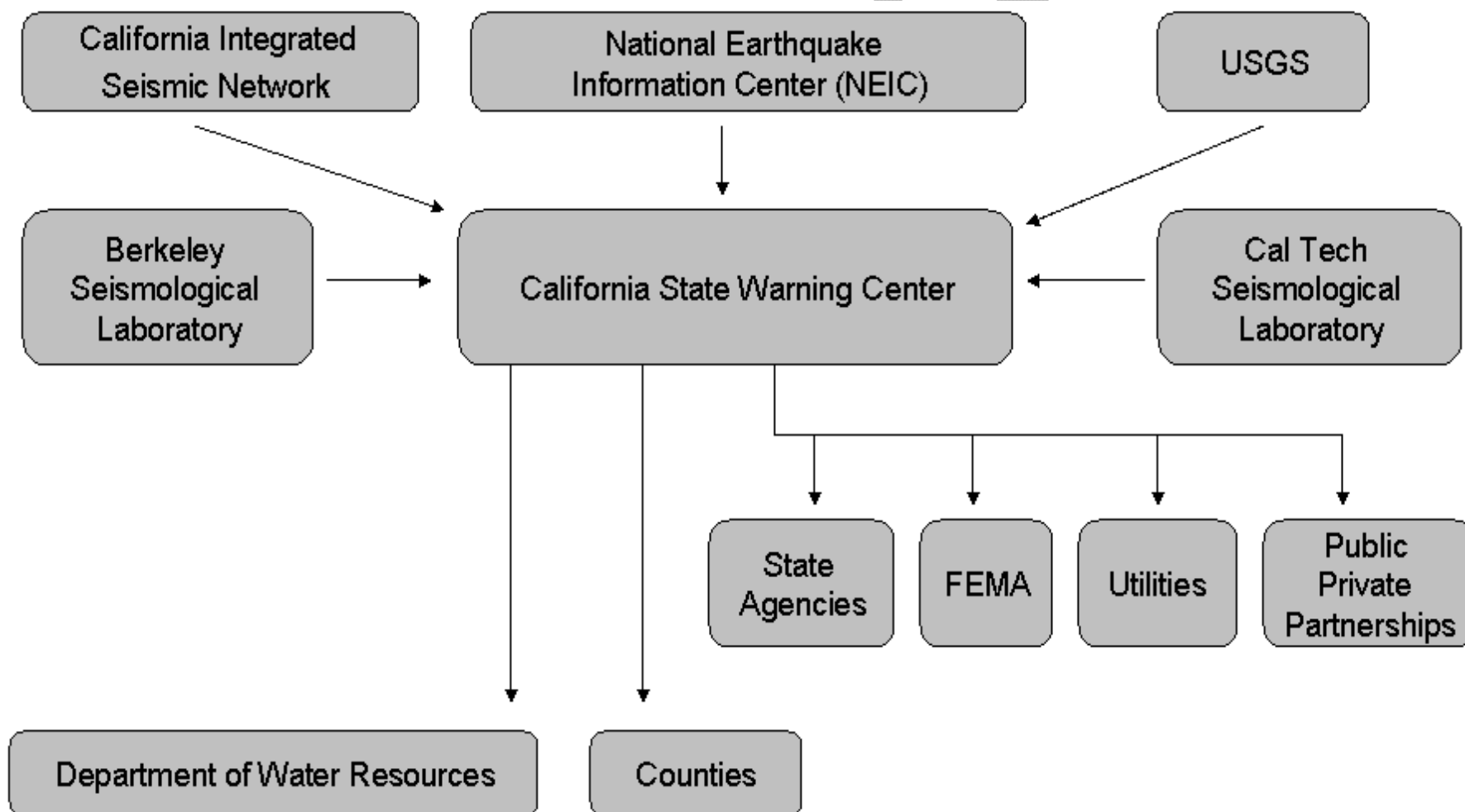


## D.3 – Flood Forecast Warning



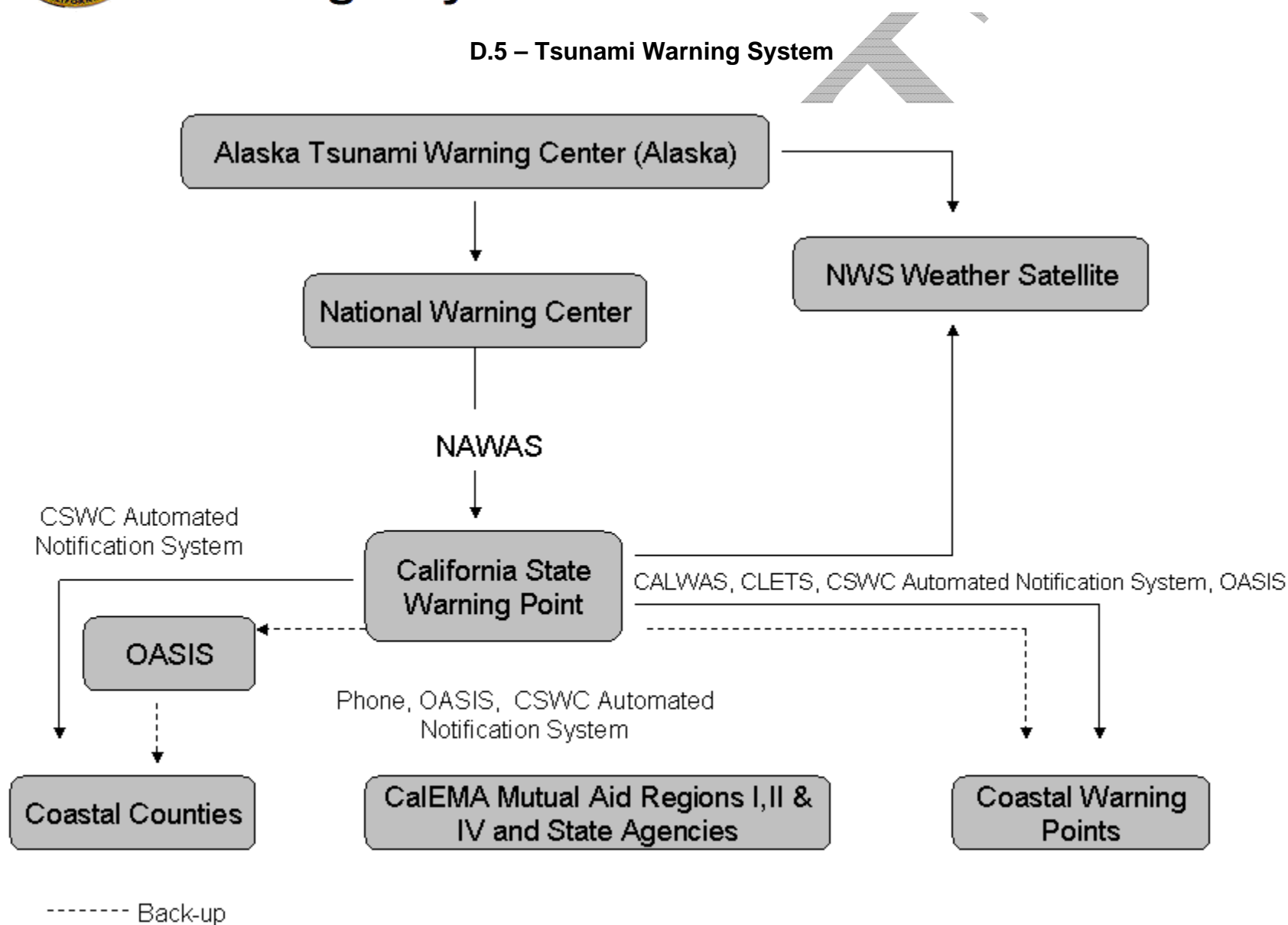


## D.4 – Earthquake Warning System





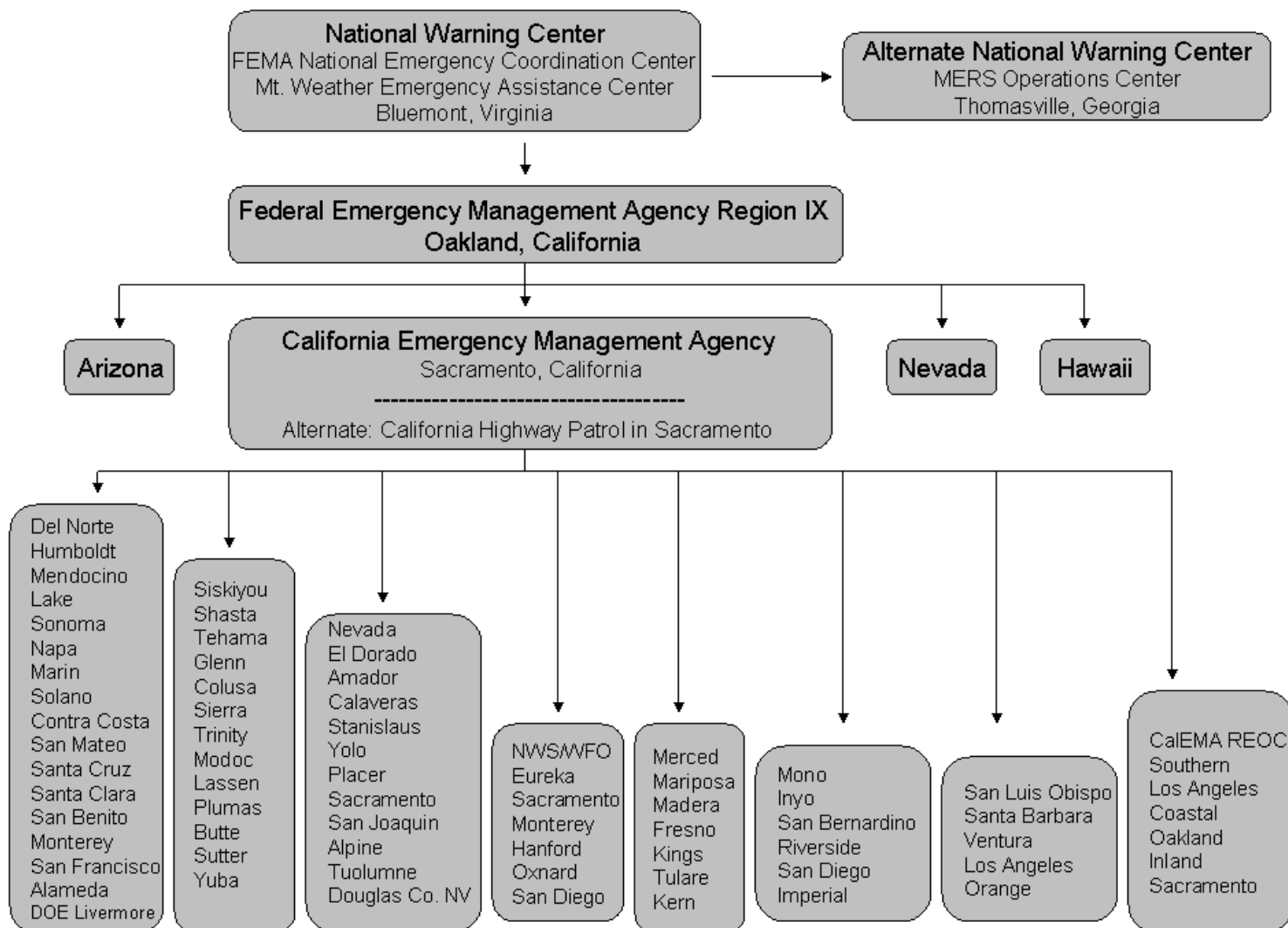
## D.5 – Tsunami Warning System





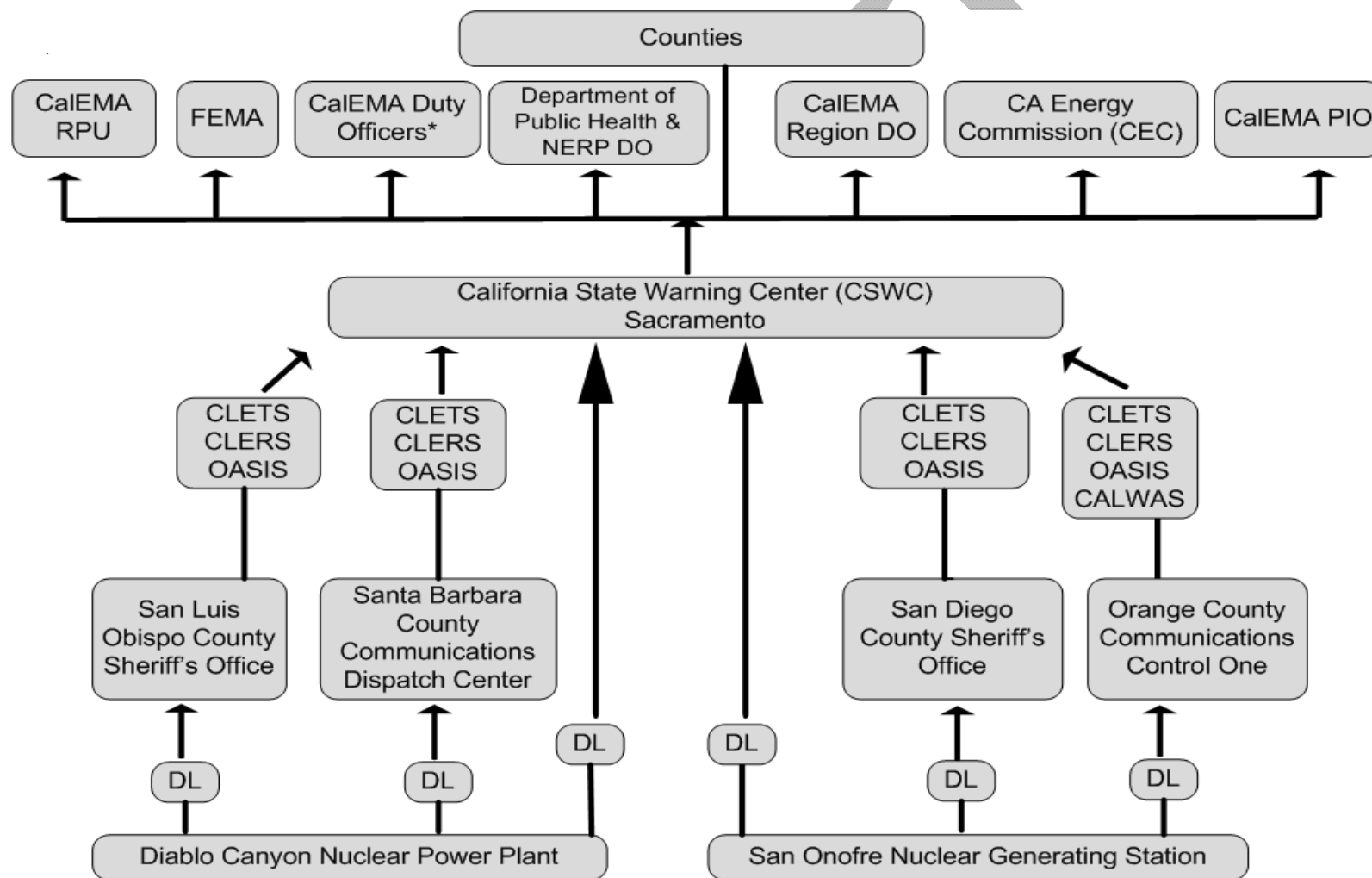


## D.6 – California's Portion of National Warning System





## D.7 – State Nuclear Power Plant Emergency Notification System



\* All CalEMA Duty Officers: Executive, Law, Fire, Region

DL=Direct Line



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**16.5. ATTACHMENT E – EMERGENCY PLAN CROSSWALK**

This checklist of emergency plan elements, known as a “crosswalk” was developed to assist planners to ensure that the fundamental SEMS and NIMS content is included in emergency operations plans. The current version of the crosswalk can be found on the CalEMA website.

Emergency Operations Plan Crosswalk Element	Page Where Located	Reviewer Comment or Initials
<b>FOREWORD SECTION</b>		
<b>1. Foreword/Preface/Introduction:</b> Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).	v, 1	
<b>2. Plan Concurrence:</b> Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	v, 26	
<b>3. Letter of Approval:</b> Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	v	
<b>PART I: BASIC PLAN</b>		
<b>4. Table of Contents:</b> Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	vii	
<b>5. Purpose:</b> Describes the EOP purpose (NIMS EOP Element).	5	
<b>6. Scope:</b> Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).	5	
<b>7. Authorities and References:</b> Describes the EOP authorities and references (NIMS EOP Element). Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	137	
<b>8. Situation and Assumptions:</b> Describes the EOP situation and assumptions (NIMS EOP Element). Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	7	
<b>9. Organization, Roles and Responsibilities:</b> Describes organizational structures, roles and responsibilities, policies and protocols for providing emergency support (NIMS EOP Element).	15, 25, 97	



# Emergency Plan

Emergency Operations Plan Crosswalk Element	Page Where Located	Reviewer Comment or Initials
<b>10. Standardized Emergency Management System (SEMS) based Emergency Organization:</b> Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).	15	
<b>11. Emergency Operations Center Organization:</b> Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	15, 21, 23	
<b>12. Involvement of special districts, private and non-profit agencies:</b> Identifies emergency responsibilities of special districts, private and volunteer agencies and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	28, 30	
<b>13. Essential Facilities-Primary and Alternate EOC:</b> Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	25	
<b>14. Essential Facilities-Activation/Deactivation of EOC:</b> Indicates how, when and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	19	
<b>15. Essential Facilities-Alternate Government Facilities:</b> Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	25	
<b>16. Essential Facilities-Americans with Disabilities Act:</b> Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	30	
<b>17. Continuity of Government:</b> Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	81	
<b>18. Vital Record Retention:</b> Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules and who has responsibility for its maintenance (SEMS EOP Element).	134	
<b>19. Concept of Operations:</b> Describes the EOP concept of operations (NIMS EOP Element). Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	43, 71	
<b>20. Notification and Mobilization:</b> Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	46, 61	





# Emergency Plan

Emergency Operations Plan Crosswalk Element	Page Where Located	Reviewer Comment or Initials
<b>21. SEMS Coordination Levels:</b> Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	15, 56	
<b>22. Incident Command System (ICS):</b> Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). Pre-designates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).	15, 44, 62	
<b>23. Field/EOC Communications and Coordination:</b> Indicates how the EOC will coordinate and communicate with field units, operational areas, regions and other entities, including the use of the Response Information Management System (SEMS EOP Element).	44, 62	
<b>24. Field/EOC Direction and Control Interface:</b> Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	44, 62	
<b>25. Field Coordination with Department Operations Centers (DOCs) and EOCs:</b> Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	44	
<b>26. Mutual Aid:</b> Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	52	
<b>27. Emergency Proclamations:</b> Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	65	
<b>28. Public Information:</b> Includes pre-incident and post-incident public awareness, education and communications plans and protocols (NIMS EOP Element). (Gov. Code Sec. 8560)	49	
<b>29. Recovery Overview:</b> Includes a general recovery concept of operations (SEMS EOP Element).	71	
<b>30. Recovery Organization:</b> Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	71	
<b>31. Recovery Damage Assessment:</b> Describes the damage assessment organization and responsibilities (SEMS EOP Element).	71	
<b>32. Recovery Documentation:</b> Describes the documentation process (SEMS EOP Element).	71	
<b>33. Recovery After-action Reports:</b> Includes the CalEMA After-Action Questionnaire (SEMS EOP Element).	134	



# Emergency Plan

Emergency Operations Plan Crosswalk Element	Page Where Located	Reviewer Comment or Initials
<b>34. Recovery Disaster Assistance:</b> Describes the different programs, their purpose, restrictions and application process. Include Public Assistance, Individual Assistance and Hazard Mitigation Grant programs (SEMS EOP Element).	35, 74, 75	
<b>35. Administration and Logistics:</b> Describes the administration and logistics of the EOP (NIMS EOP Element).	133	
<b>36. Emergency Plan Maintenance and Distribution:</b> Describes EOP development and maintenance (NIMS EOP Element). Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	133	
<b>37. Standard Operating Procedures (SOP) Development:</b> Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	133, 173	
<b>38. Training and Exercises:</b> Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise and other training as deemed necessary (SEMS EOP Element).	38	
<b>PART II: FUNCTIONAL ANNEXES</b>		
<b>39. Functional Annexes:</b> Contains functional annexes (NIMS EOP Element). Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.	3, 83, 86	
<b>40. Management Section:</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"><li>• Overall EOC management</li><li>• Public Information assignment</li><li>• Identification of a media center</li><li>• Rumor control</li><li>• Public inquiries</li><li>• Provision for public safety communications and policy</li><li>• Identification of a Safety Officer</li><li>• Facility security</li><li>• Agency liaison</li><li>• State/federal field activity coordination</li></ul>	23	
<b>41. Operations Section:</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"><li>• General warning</li><li>• Special population warning</li><li>• Authority to activate Emergency Alert System</li><li>• Inmate evacuation</li><li>• Traffic direction and control</li><li>• Debris removal</li><li>• Evacuation</li><li>• Evacuation and care for pets and livestock</li></ul>	23	



# Emergency Plan

Emergency Operations Plan Crosswalk Element	Page Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"><li>• Access control</li><li>• Hazardous materials management</li><li>• Coroner operations</li><li>• Emergency medical care</li><li>• Transportation management</li><li>• Crisis counseling for emergency responders</li><li>• Urban search and rescue</li><li>• Disease prevention and control</li><li>• Utility restoration</li><li>• Flood operations</li><li>• Initial damage assessments</li><li>• Safety assessments</li><li>• Shelter and feeding operations</li><li>• Emergency food and water distribution</li></ul>		
<b>42. Planning/Intelligence Section:</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"><li>• Situation status</li><li>• Situation analysis</li><li>• Information display</li><li>• Documentation</li><li>• Advance planning</li><li>• Technical services</li><li>• Action planning</li><li>• Demobilization</li></ul>	23	
<b>43. Logistics Section:</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"><li>• Field incident support</li><li>• Communications support</li><li>• Transportation support</li><li>• Personnel</li><li>• Supply and procurement</li><li>• Resource tracking</li><li>• Sanitation services</li><li>• Computer support</li></ul>	23	
<b>44. Finance/Administration Section:</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"><li>• Fiscal management</li><li>• Time-keeping</li><li>• Purchasing</li><li>• Compensation and claims</li><li>• Cost recovery</li><li>• Travel request, forms, claims</li></ul>	23	



# Emergency Plan

Emergency Operations Plan Crosswalk Element	Page Where Located	Reviewer Comment or Initials
<b>PART III: APPENDICES</b>		
<b>45. Appendices:</b> Contains hazard-specific appendices (NIMS EOP Element).	<b>3</b>	
<b>46. Hazardous Materials:</b> Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	<b>32, 37</b>	
<b>47. Dams:</b> If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. The information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of people with disabilities or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).	<b>37</b>	
<b>48. Other Hazards Specific to the Jurisdiction:</b> The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the state is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the state are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all-hazards that pose a threat to the jurisdiction (SEMS EOP Element).	<b>37</b>	
<b>49. Glossary of Terms:</b> Contains a glossary of terms (NIMS EOP Element). Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	<b>145</b>	
<b>50. Resources:</b> Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	<b>59, 83</b>	
<b>51. Contact List:</b> Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	<b>46</b>	
<b>52. Supporting Documentation:</b> Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises and performance (SEMS EOP Element).	<b>38</b>	



## 16.6. ATTACHMENT F – DISTRIBUTION LIST

STATE EMERGENCY PLAN DISTRIBUTION							
CAO / City Manager, OES, Fire, Law Enforcement				Secretary / Director, Deputy, Emergency Planner			
County	County Copies	No. of Cities	City Copies	State Agency	Copies		
Alameda	8	14	70	Governor	5		
Alpine	4	0	0	Adult Operations Division (DAI)	5		
Amador	4	5	20	Air Resources Board (ARB)	5		
Butte	4	5	20	Board of Governors, California Community Colleges	5		
Calaveras	4	1	4	Board of Parole Hearings (BPH)	5		
Colusa	4	2	8	Business Transportation and Housing Agency	5		
Contra Costa	8	19	76	California Health and Human Services Agency (CHHSA)	5		
Del Norte	4	1	4	California Agricultural Labor Relations Board (ALRB)	5		
El Dorado	4	2	8	California Coastal Commission	5		
Fresno	8	15	60	California Conservation Corps (CCC)	5		
Glenn	4	2	8	California Department of Aging (CDA)	5		
Humboldt	4	7	28	California Department of Boating and Waterways (CalBoating)	5		
Imperial	4	7	28	California Department of Conservation	5		
Inyo	4	1	4	California Department of Consumer Affairs (DCA)	5		
Kern	8	11	44	California Department of Corporations (DOC)	5		
Kings	4	4	16	California Department of Corrections and Rehabilitation (CDCR)	5		
Lake	4	2	8	California Department of Education (CDE)	5		
Lassen	4	1	4	California Department of Finance (DOF)	5		
Los Angeles	36	88	352	California Department of Fish and Game (DFG)	5		
Madera	4	2	8	California Department of Food and Agriculture (CDFA)	5		
Marin	8	11	44	California Department of Forestry and Fire Protection (CALFIRE)	5		
Mariposa	4	0	0	California Department of Industrial Relations (DIR)	5		
Mendocino	4	4	16	California Department of Insurance (CDI)	5		
Merced	4	6	24	California Department of Mental Health (DMH)	5		
Modoc	4	1	4	California Department of Motor Vehicles (DMV)	5		
Mono	4	1	4	California Department of Parks and Recreation (California State Parks)	5		



**Emergency Plan**

<b>STATE EMERGENCY PLAN DISTRIBUTION</b>							
<b>CAO / City Manager, OES, Fire, Law Enforcement</b>				<b>Secretary / Director, Deputy, Emergency Planner</b>			
<b>County</b>	<b>County Copies</b>	<b>No. of Cities</b>	<b>City Copies</b>	<b>State Agency</b>	<b>Copies</b>		
Monterey	8	12	48	California Department of Pesticide Regulation (DPR)	5		
Napa	4	5	20	California Department of Public Health (CDPH)	5		
Nevada	4	3	12	California Department of Rehabilitation (DOR)	5		
Orange	32	34	136	California Department of Social Services (CDSS)	5		
Placer	4	6	24	California Department of Technology Services (DTS)	5		
Plumas	4	1	4	California Department of Toxic Substances Control (DTSC)	5		
Riverside	12	25	100	California Department of Transportation (Caltrans)	5		
Sacramento	4	7	28	California Department of Veterans' Affairs (CDVA)	5		
San Benito	4	2	8	California Department of Water Resources (DWR)	5		
San Bernardino	12	24	96	California Emergency Council (CEC)	10		
San Diego	8	18	72	California Emergency Management Agency (CalEMA)	200		
San Francisco	4	1	4	California Employment Development Department (EDD)	5		
San Joaquin	4	7	28	California Energy Commission	5		
San Luis Obispo	4	7	28	California Environmental Protection Agency (Cal/EPA)	5		
San Mateo	8	20	80	California Franchise Tax Board (FTB)	5		
Santa Barbara	4	8	32	California Highway Patrol (CHP)	5		
Santa Clara	8	15	60	California Housing and Finance Agency (CalHFA)	5		
Santa Cruz	4	4	16	California Integrated Waste Management Board (CIWMB)	5		
Shasta	4	3	12	California Labor and Workforce Development Agency	5		
Sierra	4	1	4	California National Guard (CNG)	5		
Siskiyou	4	9	36	California Natural Resources Agency	5		
Solano	4	7	28	California Office of Information Security and Privacy Protection (OISPP)	5		
Sonoma	4	9	36	California Public Utilities Commission (CPUC)	5		
Stanislaus	4	9	36	California State Board of Equalization (BOE)	5		
Sutter	4	2	8	California State Lands Commission	5		
Tehama	4	3	12	California Volunteers	5		
Trinity	4	0	0	Corrections Standards Authority (CSA)	5		



# Emergency Plan

STATE EMERGENCY PLAN DISTRIBUTION					
CAO / City Manager, OES, Fire, Law Enforcement				Secretary / Director, Deputy, Emergency Planner	
County	County Copies	No. of Cities	City Copies	State Agency	Copies
Tulare	4	8	32	Department of Health Care Services (DHCS)	5
Tuolumne	4	1	4	Department of Alcohol and Drug Programs (ADP)	5
Ventura	8	10	40	Department of Community Services and Development (CSD)	5
Yolo	4	4	16	Department of Developmental Services (DDS)	5
Yuba	4	2	8	Department of Financial Institutions (DFI)	5
<b>Subtotal</b>	<b>348</b>	<b>479</b>	<b>1930</b>	Department of General Services (DGS)	5
<b>Subtotal City/County Copies</b>			<b>2278</b>	Department of Housing and Community Development (HCD)	5
<b>Other Agencies</b>					
Federal Emergency Management Agency, Region IX			20	Department of Justice (DOJ)	5
National Emergency Training Center, Emmitsburg, MD			2	Department of Managed Health Care (DMHC)	5
National Weather Service			11	Department of Personnel Administration (DPA)	5
Volunteer Organizations Active in Disasters			2	Department of Real Estate (DRE)	5
American Red Cross			5	Emergency Medical Services Authority (EMSA)	5
California Utilities Emergency Assoc.			5	Fair Political Practices Commission (FPPC)	5
Business Executives for National Security			5	Juvenile Justice Division (DJJ)	5
				Lottery Commission	5
				Managed Risk Medical Insurance Board (MRMIB)	5
				Office of Administrative Law (OAL)	5
				Office of Environmental Health Hazard Assessment (OEHHA)	5
				Office of Planning and Research (OPR)	5
				Office of Real Estate Appraisers (OREA)	5
				Office of Statewide Health Planning and Development (OSHPD)	5
				Office of the Inspector General (OIG)	5
				Office of the Chief Information Officer (OCIO)	5
				Prison Industry Authority (PIA)	5
				San Francisco Bay and Development Commission (BCDC)	5
				Seismic Safety Commission	5
				State and Consumer Services Agency (SCSA)	5
				State Personnel Board (SPB)	5

**Emergency Plan**

STATE EMERGENCY PLAN DISTRIBUTION					
CAO / City Manager, OES, Fire, Law Enforcement				Secretary / Director, Deputy, Emergency Planner	
County	County Copies	No. of Cities	City Copies	State Agency	Copies
				State Water Resources Control Board	5
				University of California - Davis	1
Subtotal Other Agency Copies			50	Subtotal State Agency Copies	611
TOTAL ALL COPIES					2939



## 16.7. ATTACHMENT G – END NOTES

<sup>1</sup> Government Code Section 8560

<sup>2</sup> Government Code Section 8568

<sup>3</sup> State of California, Department of Finance, E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change - January 1, 2007 and 2008. Sacramento, California, May 2008.

<sup>4</sup> State of California, Department of Finance, Population Projections for California and Its Counties 2000-2050, Sacramento, California, July 2007.

<sup>5</sup> Domestic Travel to California, 2006, D.K. Shifflet & Associates, Ltd, August 2007.

<sup>6</sup> Overseas and Mexican Visitors to California, 2007, CIC Research, Inc., July 2008.

<sup>7</sup> The United States Census Bureau, 2008 Statistical Abstract, Table 27 – Incorporated Places With 100,000 or More Inhabitants in 2006--Population: 1980 to 2006.

<sup>8</sup> The United States Census Bureau, 2008 Statistical Abstract, Table 649. Gross Domestic Product by State in Current and Real (2000) Dollars by State: 1997 to 2006.

<sup>9</sup> Department of Water Resources, State Water Project Overview, March 2008.

<sup>10</sup> California Energy Almanac, California Energy Commission, 2008.

<sup>11</sup> Government Code Section 8607(a)

<sup>12</sup> NIMSCAST Element

<sup>13</sup> Government Code Section 8627

<sup>14</sup> Government Code Section 8575

<sup>15</sup> Government Code 8605.

<sup>16</sup> Government Code Section 8588.1.

<sup>17</sup> Multihazard Mitigation Council (2005), “Natural Hazard Mitigation Saves: An Independent Study to Assess the Future Savings from Mitigation Activities.”

<sup>18</sup> NIMSCAST Element

<sup>19</sup> NIMSCAST Element

<sup>20</sup> NIMSCAST Element



<sup>21</sup> NIMSCAST Element

<sup>22</sup> NIMSCAST Element

<sup>23</sup> National Response Framework, January 2008

<sup>24</sup> Government Code Section 8681 et seq.

<sup>25</sup> National Response Framework, January 2008

<sup>26</sup> Other Federal agencies are similarly responsible for compliance for their respective recovery programs.

<sup>27</sup> Specific requirements are dependent on the assistance program and the type, scope and location of the project. Not all potentially applicable laws, regulations and Executive Orders are listed here.

<sup>28</sup> Government Code Section 8635

<sup>29</sup> Government Code Section 8569

<sup>30</sup> Homeland Security Act of 2002, Pub. L. 107–296, 116 Stat. 2135.